

Sharon Recreation Department
219 Massapoag Ave.
Sharon, MA 02067
781-784-1530

Room Reservation Form
for Town Departments, Committees and Nonprofit Organizations

Name of Organization _____

Is this organization a registered I.R.S. 501(c)(3) nonprofit? _____

Address _____

Telephone _____

Email _____

Contact Person _____

Person in Charge of Event _____

Date(s) Requested _____ Time(s) _____
(Note: May be requested up to 12 months in advance)

Expected # of Attendees _____ % of Sharon Residents _____

**50 or more attendees is considered a "Public Gathering" and is subject to the approval of the Town of Sharon Building Inspector. You WILL be required to pay for a custodian to cover your event/meeting (of 50+ attendees) at the rate of \$40 per hour, per custodian.*

Room Preference _____

Filing this request does not automatically constitute approval. Please allow 3-5 working days for a response. All requests will be reviewed and accepted/denied based on: department policy, nature/scope of rental, as well as facility and staff availability. Rentals are not offered on New Year's Eve, New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Rosh Hashanah, Yom Kippur, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, or Christmas Day.

I, _____, on today's date _____, have read and fully understand the above stated policies, rules, procedures, and regulations set forth by the town of Sharon Recreation Department for rental of the Community Center facilities, rooms, and equipment, and agree to adhere to these policies under any and all circumstances. I understand that my organization will be responsible for any loss or damaged incurred with our use of the building. **Rates and policies are subject to change.**

Signature: _____

Community Center Rules

Priority for use of the space in the Community Center is in this order:

Recreation Department and Council on Aging sponsored programs
Town of Sharon municipal departments
Town of Sharon municipal boards and committees
Sharon official non-profit organizations (i.e. youth sports, scouts)
Sharon residents
Non-residents

Please Initial Next to Each Item:

___ 50 or more attendees is considered a "Public Gathering" and is subject to the approval of the Town of Sharon Building Inspector. You WILL be required to pay for a custodian to cover your event/meeting (of 50+ attendees) at the rate of \$40 per hour, per custodian.

___ Recreation Department Staff will be on duty for each event. No keys are loaned out.

___ All functions must end by 10:00 p.m.

___ All exit doors must remain clear and unobstructed.

___ The user is entitled to the use of tables and chairs that are available in the rented space.

___ Rented equipment must be approved by the Recreation Department and removed from the premises at the conclusion of the event.

___ Food, equipment, supplies and other things are to be brought to the function on the day and time of rental, there will be no pre or post event storage (unless you wish to rent the space for that length of time).

___ No nails, staples or tacks are to be used to hang or mount anything.

Masking tape only may be used to hang decorations. All decorations must be flame retardant and removed at the end of the function.

___ No open flames in or around the Community Center (i.e. grills). Candles are allowed only on cakes.

___ No animals are permitted in the building except those assisting handicapped individuals.

___ The Sharon Community Center and the surrounding area is a smoke free facility.

___ Equipment is not to be removed from the building at any time, for any purpose.

___ Recreation Department equipment, furniture, and fixtures will only be moved or rearranged by the staff assigned to work your event.

___ Trash must be thrown out in the appropriate trash receptacles.

___ You will be charged an additional clean-up fee if assigned staff requires more than the scheduled time to return the facility back to its original state.

___ Children must be supervised at all times.

___ No Alcohol is allowed unless you have a permit issued by the Town of Sharon and presented to the Recreation Department at least five days in advance.

___ This is a multi-use facility. As such, you may be sharing the building with another event.