



# Ettore F. Carniglia Senior Center

41 Oak Street Windsor Locks, CT. 06096 Tel: (860) 627-1425 Fax: (860) 292-6947  
E-mail: senior.center@snet.net

## Facility Rental Agreement Room Capacity: 180

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ # Guests: \_\_\_\_\_ Contact \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email \_\_\_\_\_ Cell: \_\_\_\_\_

Room Fee \$150.00 (4 hour maximum) \$75.00 per hour for each additional hour	Security \$150.00	Kitchen \$75.00	Amount Rec'd	Date Rec'd	Check #s

A security deposit is required with the application. It will be returned if there is no damage or clean up required after your event. Upon receipt of this application and the security deposit, the room requested will be reserved. Full payment is required at the time of rental agreement. Checks will not be cashed and/or security deposits returned until after the date of the event and the facility has been inspected for damage.

- Damage to personal or public property will not be tolerated. All equipment is to be used responsibly and for its intended use only. Please return all accessories to their storage areas. All trash must be removed and placed in the dumpster located at the front right side of the building.
- Smoking is not allowed in the building.
- Alcohol is not permitted.
- Groups/persons must fill out an application to use the facility that may be subject to approval.
- A security deposit is required with all applications. It will only be returned if the facility is cleaned and there is no damage after your event.
- Chaperones must be 21 years old and listed on the application and be present throughout the entire event.
- The Windsor Locks Senior Center is not responsible for items left in rooms or hall.
- Adult supervisors are responsible for the youth until they leave the property. There is to be no loitering outside the Windsor Locks Senior Center including occupying vehicles in the parking lots.
- Renters are required to supply their own kitchen equipment and supplies/cleaning supplies. All areas are to be cleaned upon leaving. Please refer to room photo for table placement. Facility monitor will conduct a walk through with renters to determine security deposit release.
- I hereby release, waive, discharge and covenant not to sue and hold harmless from any and all liability, claims, costs and expenses whatsoever arising out of or related to any loss, damage, or injury, which may be sustained in the use of the Windsor Locks Senior Center.

*I HAVE READ THE ABOVE POLICIES AND PROCEDURES AND ACCEPT THE CONDITIONS OF THE RENTAL AGREEMENT AND WILL BE LIABLE FOR DAMAGE. I UNDERSTAND THAT VIOLATION OF THESE RULES MAY RESULT IN LOSS OF MY DEPOSIT.*

**Internet Access Available: flandersroom password windsorlocks1**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Windsor Locks Senior Center Flanders Room Rental

- The room rental fee is \$150.00 (4 hour maximum does not include set up /decorating time)
- \$75.00 for each additional hour
- The Security Deposit fee is \$150.00
- If the kitchen is needed, an additional \$75.00 will be charged
- Alcohol is not permitted.

A Building monitor will be assigned to your event. The monitor will be responsible for opening, closing and inspection for security deposit release. The monitor will be on call to resolve any building issue that may occur. When booking events, we will need to know a definite time for doors to be opened, including need for decoration or set up time. This allows us to schedule monitors accordingly and in a timely manner.

**Please note:**

- The stage, bingo machine, microphone and desk area are off limits to everyone.
- Children must be monitored at all times
- All areas are to be cleaned upon leaving, please wet mop when necessary
- All Senior Center furniture, equipment, decorations etc., with the exception of the tables and chairs, are not to be moved. Please do not move the round table into the maintenance area.