

Building Use Agreement

The Little Compton Community Center is pleased to provide our members space for private functions. The following procedures are necessary to maintain staff schedules, comply with state and local fire and safety codes and keep our historic building in good condition. We hope you enjoy the use of our facilities and that you have a successful event. Please read and complete this document in full. Thank you for your cooperation and support of the LCCC!

1. This contract must be completed in full, signed and submitted prior to the event. The renter must be at least 18 years of age.
2. Building rentals include the cost of equipment use.
3. Initial payment is due prior to the event. Any adjustments to charges will be billed to the contact person after the conclusion of your event including damages and staffing fees. At the discretion of the LCCC, a security deposit may be required at the time of booking.
4. You will receive confirmation of your event, including charges by email or telephone. Please provide both forms of contact.
5. Please be as detailed as possible denoting the set-up requirements for your event. Do not assume that the building will be configured the way it was when you visited. State your needs as clearly as possible. We will make every effort to meet your needs and we will detail the extent of our ability to comply with your requests in our confirmation.
6. You will incur a charge of \$30/hour for custodial staff for events of 50 or more.
7. Unless other arrangements are made, you will incur a fee of \$30/hour for setup and breakdown of your event for a minimum of 30 minutes.
8. Smoking and alcohol consumption are strictly prohibited in and on the LCCC property.
9. No warming or cooking appliances nor open flames are allowed outside of the kitchen. LCCC staff is required for use of our kitchen. Alternatively, you may hire a licensed catering service for your event. Please inquire for more details.
10. Keep 4-foot walking aisles in room configurations.
11. Do not block fire doors in any way.
12. Do not throw balls or other items in the building. Direct outdoor games away from the windows.
13. Use only transparent/translucent office tape to adhere posters or other lightweight items to the wall. Never use nails or tacks on the walls. If you wish to tape power cords to the floor for safety please use only masking type tape.
14. Do not hang anything from any part of the theater lighting grid.
15. If you use the key from the lock box and do not return it, you will be charged for rekeying the building.
16. Please leave the building in the best possible condition. As you leave,
 - o Make sure windows are closed and locked.
 - o Remove all tape and tape residue.
 - o Seal trash bags and put trash in the trash receptacle on the west side of the building.
 - o Shutoff all indoor lights.
 - o Lock all exterior doors.
 - o Return the key to the lock box.
 - o Clean floors, tables and chairs as needed.
17. If you rent the building outside of weekdays from 9:00 am to 5:00 pm and do not arrange for custodial services, you are responsible for any snow or ice removal necessary to safely enter the building.
18. You must adhere to the posted capacity signs in the respective rooms you are using in addition to local and state fire safety codes.

For Staff Use Only

Date Request Rcv'd: _____	Approved: Yes/No	Notified By: _____	Payment Type: _____
Amount Due: _____	Amount Paid: _____	Adjustments: _____	
Hours of Setup/Breakdown: _____	Damages: _____	Deposit: _____	

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Name of Organization & Contact Person: _____

Phone Number: _____ Email: _____

Purpose of Rental: _____

Date(s) of Building Use: _____ Expected Attendance: _____

Day 1 Time In/Out: _____	Day 2 Time In/Out: _____	Day 3 Time In/Out: _____
Event Time Day 1: _____	Event Time Day 2: _____	Event Time Day 3: _____
Total anticipated hours of building use, including set-up/clean-up: _____		

*Capacity with & without chairs	Day 1	Day 2	Day 3	Fee (Staff Use)
Dining Hall (42/89)*				
Theater (72/155)*				
Outdoor Patio				
Kitchen: LCCC Staff Required				
Whole Building (Inside Only)				
Whole Building (Inside & Outside)				
Custodial Services: Required for events with over 50 attendees				
Projector				
Projector Screen				
Microphone				
Podium				
Please note, rooms not rented by your group may be in use by other parties.			Total:	

Please note any set-up or other requirements: _____

IMPORTANT: ALL ITEMS ARE RENTED "AS IS" WITHOUT ANY WARRANTY OF ANY KIND EXPRESS OR IMPLIED. *The renter* is encouraged to carefully inspect all items prior to use in order to determine that the item(s) are in good working order. The Community Center will not be responsible for any damages users suffer, and *the renter* shall indemnify and hold harmless the Community Center, its officers, employees, agents, including volunteers, from and against any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorney's fees, which may arise out of or be consequent upon *the renter's* use of the rented items. By signing this document, you agree to the terms and conditions outlined above.

Signature: _____ Date: _____