



Rental Date: \_\_\_\_\_

Rules Given: \_\_\_\_\_

**WESTFIELD COMMUNITY CENTER**

59 North Hill Road  
Westfield, VT 05874

- ◆ (802) 744-2484 phone (Town Clerk's office)
- ◆ (802) 744-6224 fax ◆ email: townofwestfield@comcast.net

**RENTAL FEES:**

- ◆ Westfield Residents \$75 plus \$100 Security Deposit
- ◆ Non-Residents \$100 plus \$100 Security Deposit
- ◆ Additional \$50 for kitchen stove/oven/dishwasher usage
- ◆ Exercise Groups: \$30

**RENTAL APPLICATION**

Renters Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/P.O. Box City State Zip Code

Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) you wish to rent the facility: \_\_\_\_\_

Usage:  Community Center \$ \_\_\_\_\_  Kitchen \$ \_\_\_\_\_  Alcohol  Bouncy House

Times of Rental: From \_\_\_\_\_ To \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Briefly describe your event and how the facility will be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The completed application, rental fee and security deposit are required to secure the reservation.  
**A mandatory security deposit of \$100 is required for all rentals.**

***Make one check for the rental fee and a separate check for the security deposit payable to:  
Town of Westfield***

***The security deposit check will be returned 48 hours after the event providing the facility is returned in  
the same condition it was rented in.***

**I have read the facility rental rules and regulations and agree to abide by its terms:**

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

**FOR TOWN OF WESTFIELD USE ONLY:**

Rental Fee Received On: _____	Check # _____	Check Amount \$ _____
Insurance Rider Received: _____		
Security Deposit Received On: _____	Check # _____	Check Amount \$ _____
Security Deposit Returned On: _____	Comments: _____	



## WESTFIELD COMMUNITY CENTER

### FACILITY RENTAL FEES/

### RULES & REGULATIONS

59 North Hill Road, Westfield, VT 05874

◆ (802) 744-2484 Town Clerk ◆ (802) 744-5466 Community Center  
◆ (802) 744-6224 fax ◆ email: townofwestfield@comcast.net

**Please keep this document as a reference.**

#### **RENTAL FEES:**

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- ◆ Non-Residents \$100 plus \$100 Security Deposit
- ◆ Additional \$50 for kitchen stove/oven/dishwasher usage
- ◆ Exercise Groups: \$30

#### **RULES & REGULATIONS:**

- Westfield residents may only rent the Community Center at the residential rate for their own personal event. They must be hosting and present during the entire event otherwise the rental fee reverts to the non-residential rate and an additional \$25 will be deducted from the security deposit.
- All groups are required to provide a check for the rental fee and a separate \$100 security deposit check to secure the reservation. The security deposit will be returned after inspection of the facility. The checks are made payable to the Town of Westfield.
- The key may be picked up the day of the event from the Westfield General Store and returned to them upon completion of event. If it is returned after business hours, deposit the key in the after-hours key drop box mounted on the wall to the right of the front door at the Westfield General Store. Failure to return the key is considered damage and deducted from the security deposit.
- Renter is responsible for leaving the space as found. Any expenses incurred by the Town of Westfield to return space to its original condition, including cleaning and repair of damages will be deducted from renter's security deposit.
- The trash is to be bagged and taken with you. This will be deducted from the security deposit if the Town removes rubbish. Replacement trash bags are available under the convection oven.
- All floors including foyer must be free of debris, swept, vacuumed and/or mopped if necessary, after use.
- Absolutely NO SMOKING is allowed inside the building. A smoking receptacle is provided outside the building for cigarette butts.
- Nothing is to be nailed, taped or otherwise attached to the walls or ceiling as to leave a mark when hanging decorations.
- Confetti is not allowed.

- Using the stove, oven, microwave and/or dishwasher is considered kitchen usage requiring an additional \$50 rental fee.

All supplies in the kitchen cupboards, coffee makers, refrigerator, freezers and pantry, including all dishes, silverware, cookware and towels belong to the Troy and Area Lions Club, and are not to be used without express permission given at the time of rental.

- If the kitchen is rented, it is the responsibility of the Renter to sweep and mop the kitchen floor, wash all countertops, make sure all other surfaces (including the sinks) are clean, make sure the dishwasher is emptied and shut off and ensure the stove(s) are shut off.
- All Renters are prohibited from using kitchen knives, slicing machines, coffee makers, food, towels/linens or other expendable supplies belonging to the Center without express permission given at the time of rental. The mop/pail, broom/dustpan and vacuum may be used but the Renter is to provide their own cleaning supplies and towels/linens.
- The maximum capacity for the building is 85 people.
- No animals other than certified working animals are allowed inside the building. The exclusion is the annual rabies clinic held for the purpose of licensing dogs.
- If alcohol is being served an insurance rider must be provided listing the Town of Westfield-Community Center as an additional insured. The key will not be provided the day of the rental if this rider has not provided to the Town Clerk by the close of business the Thursday before the rental.
- Please be courteous to the neighbors by keeping the noise level to a minimum.
- Tables and chairs are not to be removed from the building without permission at the time of rental.
- Tables and chairs may be taken down during the rental but need to be returned as they were found.
- Cancellation Policy: 7 days prior to the scheduled event to receive a full refund.
- Upon leaving please do a walk through to ensure all windows are closed/locked, the fire escape doors (upstairs and downstairs) are closed/locked, the heaters are turned down to the settings marked by the radiator thermostats, the ovens are turned off, the lights are turned off, the front door locked and the key is returned.
- The Renter shall inform their caterer/guests of the rules and regulations stated above.
- The Renter assumes full liability for actions resulting from his/her usage of the facility.
- Upon inspection of the building following the rental, the Town Clerk will return the security deposit to the Renter. Weekend rentals will be inspected on Monday morning and the security deposit will be returned within 48 hours.

**If there is an emergency during your event contact the Town Clerk, LaDonna Dunn at (802) 673-9001 (cell) or Yves Daigle at (802) 744-2247.**

**Failure to comply with these rules and regulations can result in additional costs for clean-up and jeopardize future usage of the facility.**