



Staff Use Only

Permit # _____



TOWN OF LONGMEADOW RENTAL CONTRACT – GREENWOOD CENTER

Name of Renter/Group _____
 Address _____
 Phone Number _____
 Contact Person _____

Today's Date _____
 Date(s) of Function _____
 Time:* Begin _____ To _____ End _____
 How Many Attending _____
 Type of Event _____

***Note: you must include all setup/cleanup time in your rental request**

Email:			
Alt Ph #:		Admission Charge: (circle)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Room Request (please check)

- | | |
|---|---|
| <input type="checkbox"/> COA Dining Room
<input type="checkbox"/> COA Computer Lab
<input type="checkbox"/> COA Game Room | <input type="checkbox"/> COA Meeting Room
<input type="checkbox"/> COA Over 60 Room/Media Center
<input type="checkbox"/> Gymnasium |
|---|---|

All fees listed are hourly rates and a two (2) hour minimum fee is required, when applicable. The rental time must include any set up and clean-up time required by the renter for their function.

The Greenwood Center is available for all Town Boards/Committees, Sponsored Sport Associations, and Parks & Recreation Approved Vendors/Other Renters from 6-10pm, Monday through Friday only, unless otherwise arranged with the Director of Parks & Recreation.

Commercial Usage:

Any use which:

- A. a fee is collected at the event
- B. has financial profit as its primary aim
- C. is related to a retail or wholesale business
- D. is by a shopkeeper or merchant in pursuit of business

Non-Commercial Usage:

Any use which is not commercial

Non-Resident Renters will be charged an additional \$10 per hour rented

Commercial Rental Fees:

Weekdays

COA Computer Lab, Game Room and Meeting Room \$35/hr

COA Over 60 Room & Dining Room \$ 70/hr

Gymnasium \$70/hr

Security deposits are required for all rentals based on the type of room being rented and are due at time of reservation. Security Deposits are returned after rental space has been inspected and found to be in good condition, allow 2 to 3 weeks

- Meeting Room Security Deposit \$30
- Dining Room, Over 60 Room & Gymnasium Security Deposit \$110

Example: If you are renting the Dining Room and Computer Lab the total security deposit is \$140



Federal Food Code States: No hot or cold foods prepared at a home are allowed to be served at the Community House during any functions with the exception of non-perishable items. Foods may be served if prepared by a licensed vendor. Examples: Caterers, Pizza and or Restaurants foods. Foods prepared in our kitchen (which is licensed) may be served.

Alcoholic Beverages: are not allowed at the Greenwood Center at any time.

Notice:

The Office of Campaign and Political Finance has deemed the Community House is not available for political fundraisers, as it does not comply with Section 14 of M.G.L. c. 55 which prohibits fundraising in any building or part thereof occupied for state, county or municipal purposes. Section 14 states, in relevant part, that "[n]o person shall in any building or part thereof occupied for state, county or municipal purposes demand, solicit or receive any payment or gift or other thing of value for any political purpose."

Applicant Signature

Your Signature indicates you have been given, understand and accept the terms for rental and all conditions pertaining to rental.

Applicants Signature

Date

Return signed rental contract to the Parks and Recreation Office.

Your reservation is NOT confirmed until this contract is returned to the office with security deposit, if applicable, and you are issued a permit.

Longmeadow Parks and Recreation
735 Longmeadow Street
Longmeadow, MA 01106

Phone: 413.565.4160
Fax: 413.565.4165
customerservice@lprd.net

COMMERICAL

Facility	Fee	x	Hours	=	Amount
Meeting Room	\$35	x	_____	=	_____
Over 60 Room	\$70	x	_____	=	_____
Dining Room	\$70	x	_____	=	_____
Gymnasium	\$70	x	_____	=	_____
Non-Resident	\$ 10.00	x	_____	=	_____

Security Deposit

Meeting Room	\$ 30.00	_____	=	_____
Auditorium	\$ 110.00	_____	=	_____

Security Deposit:

Cash or Check Made out to LPRD Appreciated. MasterCard, Visa, Discover and American Express also accepted.

For Office Use Only	Security Deposit	Cash: ___ CC: ___ Check: ___	Check # _____	Rec'd _____
	Rental Paid	Cash: ___ CC: ___ Check: ___	Check # _____	Rec'd _____
Approved by: _____		Date: _____		