



Office Use Only:
Gym Payment: __
 Security Deposit Received
Date Received: _____

Streeter Gymnasium Rental Form

DAY & DATE OF EVENT _____

CONTACT # _____

NAME OF RENTER OR ORGANIZATION (please print) _____

CONTACT # _____

NAME OF CONTACT PERSON IF DIFFERENT FROM RENTER _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE: HOME _____ CELL _____ WORK _____

EMAIL _____ TYPE OF FUNCTION _____

*****INDICATE THE EXACT HOURS YOU WANT TO RENT THE FACILITY FOR,
INCLUDING YOUR SET UP AND CLEAN-UP TIME:**

RENTAL TIME* FROM _____ TO _____ ACTUAL TIME OF EVENT _____ TO _____

*Please note: There is no early entry and no late departure. Event must be cleaned up and building vacated by end of rental time or security deposit will be forfeited _____ (initial).

BOUNCY HOUSE (\$100) Yes _____ No _____

ALCOHOL BEING SERVED Yes _____ No _____
(CERTIFICATE OF LIABILITY INSURANCE NEEDED IF SERVING ALCOHOL)

Rental will be booked upon receipt of rental fees, security deposit and all rental forms.

GYM RENTAL FEE (due with rental forms):

- SECURITY DEPOSIT of \$100 (will be refunded within two weeks after your event). If you cancel, damage anything, leave excessively dirty anything in the gym or go over rental time, your security deposit will be forfeited _____ (initial).
- \$250 rental fee for 3 hours. \$50 per each additional hour. Please allow for set-up and clean-up time **within** your scheduled rental timeframe. Security deposit is an additional fee.

INFORMATION: Total gym capacity is 75 people.

Up to 10 6-foot rectangular tables and 50 chairs are readily available. Additional tables and chairs may be available for an additional cost with sufficient notice.

SIGNATURE _____

DATE _____

DEDHAM COMMUNITY ASSOCIATION, INC.
671 High Street, Dedham, MA 02026
info@dedhamcommunityhouse.org
Tel: 781-329-5740 Fax: 781-329-4939
www.dedhamcommunityhouse.org



DCH RENTAL REGULATIONS AND INSTRUCTIONS- GYM

By my signature below, I attest that I have read and understand all the following rental regulations and that I identify myself as the Renter referred to in this document:

1. The contact and signature on this form is the person responsible for arriving to the venue at the beginning of the rental period, remaining at the venue throughout the rental, and ensuring all rental rules are followed by their guests. **If someone other than the renter is meeting with staff, it must be clearly noted on page 1.**
2. Renter agrees to pay the security deposit identified in the contract and agrees to pay the rental fee identified in the contract. **The full rental fee, optional additional hours, and bouncy house fee are due when reserving the event.** The security deposit will be refunded within 10 business days after the event, provided renter arrives and departs on time, and DCH is not required to pay for any damages or additional cleaning after the event. **The security deposit is non-refundable should a cancellation be required (unless cancellation is the fault of the DCH).** If you cancel your event within 14 days of your event, all monies paid to DCH will be forfeited.
3. Smoking is prohibited inside any of the buildings. Smoking is allowed in the paved parking area.
4. Bringing or serving alcohol at any function in any of the buildings is allowed only if the renter secures the services of a TIPs certified and insured bar service (with a minimum of \$1,000,000 in Liquor Liability insurance) or hires a catering service who is insured (with a minimum of \$1,000,000 in Liquor Liability insurance) to serve alcohol on our premises and is TIPs certified. Proof of Tips certification and Liquor Liability insurance must be received by DCH 3 weeks prior to event.
5. The Renter must remain at the event for its entire duration. Minors should be always under the supervision of adults.
6. No appliances may be brought into the venue. **This includes, but is not limited to, coffee pots, microwaves, air fryers, etc.**
7. All town and state safety codes must be adhered to during the event. Lighting of birthday candles and warming dishes is allowed by an adult only. No lighting of any other type of candles or striking of matches for any other purposes is allowed in or outside the Gym.
8. Renter agrees to place all trash generated from their event in garbage bags that will be provided and leave the bagged trash in the gym. Any cardboard/cans that can comfortably fit in the blue recycle container can be left behind. **Please take with you all large boxes, decorations, etc.** Renter agrees to clean up any spills which may occur, utilizing equipment located in the supply closet in the foyer of the Gym.
9. When decorating in the Gym, the renter agrees not to nail or tack anything to the walls or pads. Renter agrees to use only painters' tape or masking tape. All other types of tape are prohibited.
10. Any toys or games provided by DCH when renting the Gym must be returned in good order to the toy closet at the end of the event.
11. The cost to repair any damage to any or all DCH property as a result of the rental event by either guests or the Renter will be charged to the Renter.

12. If food will be served, renters must cover all tables with tablecloths. Renter must supply their own tablecloths.
13. The use of any type of balloons with confetti, confetti, glitter, or pop streamers when renting the Gym is prohibited.

I understand that Dedham Community Association, Inc., also known as The Dedham Community House (collectively with its employees, directors, other staff, members, contractors, attorneys, agents and representatives, "DCH"), and other program participants assume no responsibility for or liability to me for any accident, illness, injury or other harm to me, or for any loss, damage or other harm of or to my personal or real property caused by (i) my negligence or negligence of others, (ii) risks inherent to use of any facilities and participation in any activity at or through DCH, or (iii) otherwise as a result of such use of any DCH facilities and/or participation in any DCH activity. I acknowledge and assume all risks in connection with such use of any such facilities and/or participation in any such activity, and I hold DCH harmless from any and all loss, action, claim, expense, damage and liability of every kind or nature, and agree to indemnify DCH with respect to all of the foregoing to the extent caused by my own actions or inactions or by my foregoing assumption of risk. By signing this form, I confirm to DCH that I am at least 18 years of age and that I have read, understand, and agree to the foregoing. If I am not at least 18 years of age, then this liability waiver is being signed by a duly authorized parent or legal representative on my behalf who has read, understands, and agrees to the foregoing. Without limiting the foregoing, as with the transmission of any communicable disease (e.g., cold or flu), use of DCH facilities and/or participation in any DCH activity could result in exposure to COVID-19 (also known as the Coronavirus). Notwithstanding DCH's good faith efforts to comply with applicable regulations and guidelines, I understand that I could be exposed to an illness (including COVID-19) at DCH facilities or during a DCH activity (including, but not limited to, where proper social distancing, proper use of personal protective equipment and other protocols at all times cannot be guaranteed due to the nature of the activity, the age of the participants and/or other factors). By signing this form, I accept all risks of such exposure and, to the extent consistent with applicable regulations or guidelines, consent to any actions taken by DCH to mitigate the extent of any actual or exposure.

FAILURE TO COMPLY WITH THESE REGULATIONS WILL RESULT IN FORFEITURE OF FEES AND DEPOSITS, AND ANY FUTURE RIGHT TO RENT OR USE THE FACILITIES.

SIGNATURE OF RENTER

DATE

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DCH ALCOHOL POLICY

By my signature below, I attest to the fact that I have read and understand all the following alcohol policy listed below and that I identify myself as the Renter referred to in this document:

1. No person under the age of 21 shall be served any alcoholic beverages upon DCH property.
2. Any alcohol served on the premises must be served by a Tips Certified and insured bartender. A copy of the Tips Certification and insurance binder for at least \$1,000,000 in liquor liability insurance must be received by DCH two weeks prior to your event. DCH can recommend an insured bartender.
3. If you are serving alcohol during your event at a cost to your guests (or if there is an entrance fee or any money exchanging hands at your event) you must obtain a 1-day liquor license from the Town of Dedham for the date of your event. You also must hire a Tips Certified and insured bartender as stated above.
4. If the appropriate documentation (insurance binder/ liquor license) has not been obtained prior to your event, alcohol cannot be served and will not be permitted on DCH property. If alcohol is still served under these circumstances, our facilities staff will cancel your event immediately and all monies paid to DCH will be forfeited by the Renter.

Renter agrees to indemnify and hold harmless the Dedham Community Association, Inc., its officers, directors, agents and employees against all claims, suits and demands of any nature or in consequence of the acts or omissions of the Dedham Community Association, Inc., its agents, servants, employees, independent contractors, heirs, successors and assigns in the performance or conduct of any and all provisions of this Agreement.

FAILURE TO COMPLY WITH THESE REGULATIONS WILL RESULT IN FORFEITURE OF FEES AND DEPOSITS, AND ANY FUTURE RIGHT TO RENT OR USE THE FACILITIES.

SIGNATURE OF RENTER

DATE

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