

**TOWN OF CANTERBURY APPLICATION FOR USE OF
COMMUNITY ROOM (Capacity 180)**

Office Use Only
Date Application Rec'd

The community room is available for the private use, Town Boards & Commissions, registered parties as well as registered committees, and civic non-profit groups. Applicants for private bookings must be at least 21 years of age and a Canterbury resident. Private bookings can be reserved no earlier than two months prior to the event date.

Name of Person Making Application _____
Applicant must show a photo ID and a copy will be attached to application

Address _____

Telephone _____

Name of Organization (if any) _____

Nature of Activity _____

Date & Day of the Week of Activity _____

Time Needed: From _____ am / pm To: _____ am / pm

(Please take the time to calculate the exact start and end time. Include preparation and cleanup time. No one is allowed to use the room before start time and end time.)

Expected Number in Attendance _____

Dates and times will not be reserved until security deposit and rental fee are paid in full.

Check One:

() REGULAR APPLICANT

- Complete application form
- \$250.00 (cash or check payable to "Town of Canterbury") refundable deposit (will not be cashed). After the event you can pick up the deposit provided all rules and guidelines listed on Page 2 were followed.
- \$150.00 (cash or check payable to "Town of Canterbury") nonrefundable rental fee for use of the community room.
- Applicant must pick up the community room side door key from the Information Office or Selectman's Office on the Thursday before the event. It is the sole responsibility of the applicant to get the key – no reminder calls will be made.
- At the end of the event, lock the community room doors. Put the key and page 3 of this application in the brass mail slot in the double doors of the Town Hall.

() EXEMPT APPLICANT includes: Current Board or Commission members, political parties and registered political committees gathering to conduct Town related business – **without the use of the stove**. The security deposit is not needed. The Chairman or designated person in charge of the event will schedule the event with the Selectman's Office and pick up all necessary keys during regular Town Hall hours. The designated person will be responsible for opening and securing all accessible entrances and exits of the municipal building at the close of the event.

Printed Name of Designated Person _____ Signature: _____

() PARTIALLY EXEMPT APPLICANT includes: Current Board and Commission members political parties and registered political committees gathering to conduct Town related business – **with the use of the stove**. The security deposit is needed.

Items Provided

- Tables (8 feet long) and chairs which you set up and put away (Not to be used outside)
- Garbage cans and trash bags
- Supplies to sweep and wet mop floor

Decorations & Use

- No glitter or confetti allowed
- Decorations cannot be hung from or attached to the walls, ceiling, doors or windows
- Lighted table candles are not permitted (battery operated candles are permitted)
- Use of the wall mounted TVs is prohibited

Food/Beverage & Kitchen Use

- Applicant will provide all food and drink and be responsible for food safety (**If you cook food, a certified food handlers permit must be submitted with this application**)
- Only adults are allowed in the kitchen
- Clean, dry, and put away any utensils you use
- Use of the dishwasher is not permitted
- Alcohol is not permitted

Clean Up – Applicant is Expected To:

- Wipe down all tables and chairs and return to storage closet, which is kept unlocked
- Dispose of all trash in the designated dumpster located outside the kitchen door
- Recyclables placed in the designated dumpster located outside the kitchen door
- Remove all decorations you bring in
- Sweep and wet mop floor (brooms are in the table/chair closet, and mop and bucket are kept in the custodian closet in the lobby which opens with the community room key). Use Lysol cleaner and warm water in the mop bucket to wet mop. No rinsing needed.
- Bathrooms are left in working order and free from damage

Phone - There is no access to a telephone

As a condition of the rental, the *applicant and/or organization agrees to be the sole responsible party, thereby, exonerating the Town of Canterbury and its employees from all liability to injured persons during or after the activity.

Applicant's Signature _____ Date _____

*Applicant must be 21 years of age or older

QUESTIONS REGARDING APPLICATION PROCESS

Canterbury Town Hall Information Office (860) 546-8135

Monday-Wednesday 9am – 4pm

Thursday 9am – 5:30pm

RETURN THIS FORM WITH THE KEY AFTER THE EVENT

COMMUNITY ROOM GUIDELINES AND CHECKLIST

Residents may use tables and chairs located in the storage closet. Trash bags and floor cleaning supplies are provided. No glitter or confetti allowed, and decorations cannot be hung from or attached to walls, ceiling, doors, or windows. Lighted candles and use of the wall mounted TVs is prohibited.

Residents will provide all food and drink and be responsible for food safety, and their own utensils, dishes, paper products, etc. All cleaning on the checklist below is to be completed immediately following the event and is the responsibility of the applicant.

ALL OF THE FOLLOWING MUST BE COMPLETED AFTER THE EVENT:

- ____ Tables and chairs wiped down as needed and returned to the storage closet
- ____ Room set-up is returned to the way it was when you arrived
- ____ Trash and recyclables bagged and deposited in the appropriate dumpsters on the south side of the building
- ____ Floor swept and wet mopped (brooms in the storage closet: mop and bucket in the custodian closet)
- ____ Kitchen thoroughly cleaned if used
- ____ Bathrooms are left in working order and free of damage
- ____ Thermostat returned to unoccupied temperature (79° summer / 65° winter)
- ____ Doors locked and lights off
- ____ Key & Checklist returned through mail slot in double doors in foyer

At the end of your event place this completed checklist (page 3) and community room key in the brass mail slot in the double doors of the Town Hall and lock the building.

Failure to comply with the guidelines for use will result in forfeiture of your security deposit.

Resident Signature _____

Date of use _____

Key Number _____ Date _____ Applicant Received _____