

Plainfield Community Center

Rental Agreement Conditions of Use

Plainfield Community Center Mission Statement

The Plainfield Community Center serves as a bridge to further the relationship between the Plainfield Co-op, its members and the larger community. It provides a community space and encourages diverse activities and events.

Booking

Potential users should consult with the Community Center Liaison regarding availability of desired dates and times. **No event can be booked without paying full rent and deposit.**

Fees

Ongoing classes or regular meetings are \$9.00 per hour for Co-op members and \$15.00 per hour for non-members. Rental fees will be rounded up the nearest half hour. **One-time events** are \$35.00 for Co-op members and \$50.00 for non-members. Rent for an ongoing weekly classes/events will be paid monthly.

Deposit

Deposit will be returned if all parts of this agreement are met. If an employee of the Co-op has to clean-up after an event, \$15.00 an hour will be taken out of the deposit. User's liability shall not be limited to the amount of the security deposit. Return of cleaning deposit and key deposit will not be held without explanation for more than two weeks.

Keys

Keys are only need if the event will go past the Co-op's hours of operations. Keys can be checked out and in by any employee at the Plainfield Co-op. There is a \$10 key deposit for any key check out.

Cancellation Policy

The Co-op must be notified of an event or class cancellations 2 weeks prior to the rental date. If 2 weeks notice is not given, rental payment will be expected in full. Exceptions to this policy include illness, inclement weather or other emergencies. In these cases, we require 24 hours' notice. If there is any question feel free to talk to the manager of the Community Center.

Insurance

The Plainfield Co-op assumes no liability for users or participants of a community center event.

Overtime

All renters are expected to respect the reserved time. There may be another event as little as 15 minutes after the ending of your event.

Restrooms

The bathroom is at the bottom of the front stairs. It should be checked and cleaned after large events or classes.

Parking

The parking lot is owned by the Town of Plainfield. Co-op *shoppers* may park in designated Co-op spaces for a limited time. **Community Center users must park on the street, the depot or in the town lot.**

Food, Chairs, Tables

Food and non-alcoholic beverages may be consumed in the Community Center. Approximately 40 folding chairs and a couple of larger and smaller tables are available for use. There are no kitchen facilities.

Fire Exit

The fire exit is located on the west wall. In the case of an emergency, open the exit door, walk down the stairs, through the emergency exit gate on the left and around the building. The fire exit door is to be used only in the case of emergency. Please keep it closed at all other times.

Cleaning

Please try to leave the Community Center as you found it, if not cleaner. Make sure all folding chairs and tables are put back. If floors are used heavily by you or participants, please clean them, including the lobby and stairs. You can find a dust mop and vacuum in the sink area. **Please remove any trash that you or your participants brought in.**

Lights and Locking Up

Turn off all upstairs lights, close all windows, and lock Community Center door. Turn off fans and other electrical equipment off. If after Co-op hours, please turn off the hallway light and stairs light. If after Co-op operational hours the outside door *must* be locked.

Problems or Questions

Please report any problems to a Co-op employee as soon as possible. Feel free to ask any questions or make suggestions to any Co-op employee as well. The Co-op will do its best to respond to any question or problem in a prompt manner.