

**Town of Cummington  
Fees and Requirements for For-Profit Use  
Cummington Community House**

### 1. General

The Community House is available for short term For-Profit use. Group/Individual must submit a written application to the Cummington Community House Coordinator.

### 2. Applications

Application materials may be downloaded from the Town website or requested from the Town Clerk, clerk@cummington-ma.gov.

### 3. Fees for For-Profit Groups/Individuals

- Cummington Residents
  - \$15.00 per hour
  - Per Half Day - AM (up to 6 hours) - \$50.00
  - Per Half Day – PM (up to 6 hours) - \$50.00
  - Per Full Day (6 hours or more) - \$100.00
- **Non-Residents**
  - \$30.00 per hour
  - Per Half Day - AM (up to 6 hours) - \$75.00
  - Per Half Day – PM (up to 6 hours) - \$75.00
  - Per Full Day (up to 12 hours) - \$150.00

### 4. Security Deposit

The applicant is responsible for paying for custodial cleaning for excessive cleaning or repairs for any damage that may occur to the building as a result of use by any participants in their event. This includes during preparation for and clean up following the event. A security deposit of \$50 or 30% of the rental fee, whichever is greater, is required for the rental of the facility and should be submitted as a **separate check from the fee**. Security deposits are returned when Community House Coordinator is satisfied that any damage and/or cleanup has been taken care of by the renter.

### 5. Cancellations

- For a full refund, cancellation is required 10 days prior to the date of the event.
- With less than 10 days' notice, half the fee will be refunded.
- Renters may request to reschedule the event without loss of the fee.
- There is no refund or option to reschedule if the event is cancelled without notice.

### 6. Care of the Building and Clean Up

The Town of Cummington does not provide extra custodial services. All users are responsible for set up, clean up and trash removal after their event or program and arranging the area in the way it existed prior to their use of it. (See After Use Checklists posted in the building.) If the user fails to clean up or remove trash in accordance with the After Use Checklist, the cost of the cleanup and trash removal will be deducted from the security deposit and/or otherwise charged to the user and may affect the future availability of the space to the user.

**7. Supervision and User Conduct**

- Applicants receiving permission to use Town of Cummington property shall be directly responsible for the proper conduct of persons in the occupied facility and grounds and must provide sufficient adult supervision of users who are minors. A minimum of two responsible adults is required for any event that includes any unaccompanied minors.
- Applicants and participants must adhere to all applicable State and Local Laws including but not limited to no smoking or vaping within the facility or on the grounds, no alcohol being served to minors, and no sale of alcohol (see alcohol use policy).
- Use of the facility shall terminate no later than ten o'clock pm unless special permission is obtained at the time the application is approved.
- In addition to providing adequate supervision, applicants are responsible for not exceeding the allowed capacity of the space(s) being used and for ensuring that spaces not rented are not used by any attendees. If spaces not rented are used in any way, the rent for those spaces will be charged to the user and/or subtracted from the deposit. The Town of Cummington reserves the right to limit the number of people in any particular space for safety reasons.

**8. Insurance and Safety**

Users are responsible at all times for the observance of fire and safety requirements and building capacity limitations as posted on the building.

- A signed Release of Claims Waiver is required (included in the application materials). Users not affiliated with the Town of Cummington may be required to submit a certificate of liability insurance which names the Town of Cummington as an additional insured, prior to facility use.
- Police may be required for events with an estimated attendance exceeding 99. It is the responsibility for the user to notify the Chief of Police if the estimated attendance might exceed 99 and to cover the cost of the police coverage if it is determined to be necessary. Police detail expenses are payable directly to the Town of Cummington and must be paid before the event.

**9. Smoking and Alcohol Use**

- There is no smoking of any kind or vaping allowed on any town property.
- Alcohol may be served in accordance with the state law and town policy. An Application for One-Day Special Liquor License along with page 2 of the application for One-Day Special Liquor License must be completed.

**For-Profit User Acknowledgement**

\_\_\_\_\_ I have read and agree to abide by this policy.

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Community House Coordinator Approval**

CHC Signature \_\_\_\_\_

Date \_\_\_\_\_