

Westborough Recreation

1500 Union Street, Suite 201, Westborough, MA 01581 • 508-366-3066

westbororec@town.westborough.ma.us

Community Center Birthday Party Request Application

Reminder that this form is a request not a guarantee.

BIRTHDAY PARTY REQUEST

Westborough Community Center: 1500 Union Street, Suite 201, Westborough MA 05181

Renters Name: _____ Preferred Request Date(s): _____

Alternate Date(s): _____

Start time: _____ End Time: _____

Space renter (circle): Gymnasium Open Area Activity Room 1 Activity Room 2

Purpose: _____

Birthday Party Package (circle):

Head Count: _____

Contact Person: _____

Address: _____ Email Address: _____

Phone Number: _____ Billing Zip Code: _____

Deposit made by: _____

RELEASE of LIABILITY (READ BEFORE SIGNING): As the responsible representative of the sponsoring group, I am requesting the use of said Town facility for the purposes listed above. I agree and fully understand, by signing this waiver, that I must notify the Sponsoring Group, all of its participants and spectators that the Town of Westborough assumes no responsibility and no liability for the actions of or injuries to anyone involved with said group through our requested use of this town facility. That responsibility and liability shall fall directly upon the Sponsoring Group and its representative(s). As well, on behalf of the sponsoring group, I agree to enforce the rules of said facility and make sure our participants/spectators are aware of them as well. Should I be unable to enforce these rules, I agree to immediately call the **WESTBORO POLICE DEPARTMENT (508)366-3060** to assist! I, the Sponsoring Group, and all participants further agree to release, hold harmless and indemnify the Town of Westborough, the Recreation Department, their agents and employees from any liability or responsibility associated with our group's requested use of their facility. Any damage/vandal-ism done as a result of our use will be our responsibility. We agree to pay any reasonable costs associated with this damage.

REPRESENTATIVE NAME (Print): _____

REPRESENTATIVE SIGNATURE: _____ DATE: _____

RECREATION DIRECTOR APPROVAL: _____ DATE: _____

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INSTRUCTIONS

1. Complete each section of the application.
2. Event must be held during Community Center hours.
3. We strongly suggest providing alternate dates, times, and locations.
4. Return application to the Recreation Office (Community Center) or Email: Jenn Kirkland at westbororec@westboroughma.gov
5. Please do not attach or enclose deposits unless expressly instructed to do so.
6. Those who claim non-profit status must submit tax exemption certification (501) (c)(3) from the state.
7. Birthday parties may not exceed 2.5 hours (includes setup, rental, and cleanup).
 - a. Director may approve special permit requests.
8. Application must provide a \$100 security/key deposit.

DIVISION POLICY

1. Misrepresentation of building use will result in the forfeiture of all rental fees and security deposit.
 - a. \$100 security deposit
 - b. Applicant will be responsible for any damage over the security deposit fee.
2. The applicant/permit holder must be a Town of Westborough resident. If not, fees are doubled.
3. All town by-laws and ordinances must be adhered to.
 - a. Smoking is prohibited in any part of the building or grounds
 - b. Alcohol is not prohibited in any part of the building or grounds
4. The persons, groups, or organizations permitted to use the facility will name an adult supervisor (listed as the Applicant) who will be responsible for supervising the activity and seeing that all the rules are upheld.
 - a. Cleaning Checklist will be provided, and responsibility falls on applicant to complete.
 - b. Cleaning Checklist will be returned to Recreation Division with any materials borrowed after use.
5. All groups are responsible for damages and losses to the premises or equipment during the permit period.
6. You may only occupy the building during the times listed on your application. If your group is found to be in the building at other times, additional charges will be incurred. Additionally, under no circumstances may the building be occupied prior to 8:00 AM or later than 8:00 PM.
 - a. This is a Community Building; expect other groups to follow your use.
7. The town assumes no responsibility for damages or losses to Applicant's equipment.
8. Set-up of equipment, tables, chairs, etc. will be done by the Applicant.
9. All equipment moved shall be placed back in its original position.
10. All trash shall be picked up from the floors and tables/chairs wiped clean.
11. All trash must be disposed of in plastic bags and removed from the facility.
12. The following items are not allowed in the facility.
 - a. Glass Bottles
 - b. Open flames for cooking
 - c. Glitter
 - d. Confetti
13. No decorations may be hung from doors, window, and trim (balloons, banners, etc.). Only painters tape may be used to secure anything to walls. All painters tape must be removed during clean up.
14. All lights shall be turned off when leaving the building.

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COMMUNITY CENTER CLEANING CLECKLIST

Renters Name: _____ **Date of event:** _____

Start time: _____ **End Time:** _____

Room you were in:

Gymnasium **Open Area** **Activity Room 1** **Activity Room 2**

CLEANING REQUIREMENTS CHECKLIST

- Remove all personal items from the building
- Sweep floors of all debris
- Wipe down and sanitize all table tops
- Wipe down chairs (spills and food)
- Return all tables and chairs to appropriate locations
- Remove all trash from the facility
- Place new trash liners in all trash barrels
- Clean whiteboard (if applicable)
- Sanitize all recreation materials used

CLEANING SUPPLIES

- Broom and dust pan
- Dry mop
- Mop
- Trash bags

Signature: _____ **Date:** _____