



## RENTAL INFORMATION & POLICIES

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The J. C. Williams Community Center (JCWCC) will be used as a community center, available to local and area residents, organizations and groups as outlined in the information and policies below.

### AVAILABILITY

The JCWCC serves as a community center and is available Sunday through Saturday. Rental by outside groups, organizations, or individuals is offered any day subject to availability. Please note availability may be limited on Tuesdays, Thursdays, Saturdays, and Sundays. Rentals will be for a minimum of two hours.

### APPLICATION PROCEDURE

Complete and submit a Request for Facility Use Application to J. C. Williams Community Center, 116 Florence Street, Springfield, MA 01105. Requests for use must be submitted at least 21 days prior to the requested date. The JCWCC staff shall review all applications and has the right to grant or deny use based on policies and availability, or to grant use subject to certain conditions. One individual should be designated as the responsible party for the requesting group, and will sign the Request for Use Application agreeing to be bound by the regulations, policies, and fees schedules. The person signing these forms is the responsible party and assumes responsibility for the clean up and any damage, loss, or disturbances during the rental period.

### HOLDING FEES AND REFUNDS

Rental fees and holding fees must be paid **NO LATER THAN 21 DAYS PRIOR TO THE SCHEDULED EVENT**, by Cashier's Check, Money Order, or Cash, or the event will be cancelled. ***Payment will be made payable to the J. C. Williams Community Center, 116 Florence St., Springfield, MA 01105.***

Holding fees are refundable within 10 working days after the event provided the following conditions have been met.

- a. There has been no damage to the building or property
- b. The facility has been cleaned and returned to its original state.
- c. The user has complied with all rules and terms of this agreement.
- d. No City ordinances have been violated.

In the event damage has occurred and some portion of the deposit must be surrendered, the balance of the deposit, if any, will be returned within 10 days of the event. In the event damage has occurred that exceeds deposit amount, the JCWCC will pursue reimbursement for actual costs of repair of damage.

**IF THE EVENT IS CANCELLED, THE HOLDING FEE WILL NOT BE REFUNDED.**

**No Shows:** Once a meeting is confirmed with a signed contract, it is the groups' responsibility to let us know if the meeting cancels. If no request to cancel is received and no one arrives on the day of the meeting, we consider this a no show or failure to cancel. A 100% of rental fee total will be assessed to the groups' account.



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### **RENTER RESPONSIBILITIES**

It is the responsibility of the renter, or their designated responsible party, to see that the facility is left in the same condition as it was received prior to their event. The following items must be addressed upon completion of a renter's event. Any areas not cleaned appropriately may result in all or part of the holding fee being withheld. The renter must accompany the Facility Monitor during building lock-up.

#### ***General Cleanliness: Including foyer, bathrooms, and grounds***

1. Stack chairs and return to storage areas.
2. Remove all food, dishes, cups, beverages, table cloths, etc., from the table tops and clean.
3. Fold tables and return to storage areas.
4. In the kitchenette, remove all food, dishes, etc., brought in for the event. Place all garbage in the dumpster outside of the building, and reline cans. Clean all counter tops, sinks, and stove top as well as grill and ovens, if used. Clean any spills on hard floors, sweep and vacuum carpets.
5. Remove all decorations and items brought in the building such as balloons, table decorations, fountains, and ice sculptures.

#### ***Kitchenette:***

1. Sink, stoves, ovens, microwaves, stove tops cleaned.
2. Counters wiped down.
3. Refrigerator emptied of food and beverages and cleaned.
4. All equipment turned off.
5. Floor swept and spills mopped.
6. All items brought in by renter or caterer removed (utensils, bowls, etc.).

### **MUSIC**

Live or amplified music is only permitted Mondays through Saturdays until 9:00 pm. When music is played windows and doors will remain closed. After these times all live or amplified music shall cease. The JCWCC is in a residential neighborhood and those using the facility owe consideration to the neighbors.

If the Police Department receives complaints about noise from the music, or general rowdiness in or around the community center, they may exercise their professional judgment and either give the event sponsor a warning or may have the music turned off and may also request the event sponsor to end the event and vacate the premises prior to the regular closing time. There will be no refunds if the event is ended in this manner.

### **OTHER**

Use of Candles or any other type of open flame is not allowed. No glue, tape, tacks, nails, screws or pins may be used to hang decorations. Do not hang heavy objects or decorations from the ceiling.

### **FACILITY MONITOR**

A facility monitor will arrive and welcome you at your scheduled start time and will be in the building during your rental time. The facility monitor will open, orient groups as to use, and close the building. This staff person is available to answer your questions about the building, and will help you locate any needed items. If the monitor has not arrived to open the building please call: (413) 732-5804.