



# PFAFF CENTER RENTAL FORM



## Medfield Parks & Recreation

124 North Street, Medfield, MA 02052

Phone: (508) 359-2715 Fax: (508) 359-8638 E-Mail: medfieldpr@comcast.net

Who may rent the Parks & Recreation Community Center?

- 1) Medfield residents over 25 years old for a fee (see fees below). 2) Medfield non-profit organizations for a fee (see fees below).
- The host may not charge admission to the event unless **100% of the fees go to a recognized charity**. The host cannot make a profit from the event. All hosts must complete a rental form, submit a fee waiver request in writing and get approval from Parks & Recreation prior to the event. **Only then will the office will issue a key one week prior to the event.**



**YOU ARE RESPONSIBLE FOR ARRANGING TO PICK UP A KEY.**  
**You may do this any day one week prior to your event,**  
**Mon – Fri, 8:30 AM – 4:30 PM.**

Organization/Family Name: \_\_\_\_\_

Purpose of Event: (birthday party, concert, \_\_\_\_\_  
dance, meeting, etc.)

Date(s) Requested: \_\_\_\_\_

Time (one use = 4 hours): From \_\_\_\_\_ to \_\_\_\_\_ (include set-up and clean-up time)

How many people do you expect? \_\_\_\_\_

Fees (check one): Rental is per 4 hour block of time:

----- A. Exclusive Use of the building (Main Hall, Activity and President's Rooms) – \$150 fee plus a \$150 key/cleaning deposit (two checks)★.

----- B. Per Room (Except the Main Hall) – \$50 fee plus a \$50 key/cleaning deposit (two Checks)★.

Activity Room A     Activity Room B     Bridge Room     Presidents Room     Conference Room

★ *The key/cleaning deposit check will be returned provided that everything is cleaned up, furniture moved back to its original location, trash placed in the outdoor dumpster, and the KEY IS RETURNED.*

I hereby agree to assume total responsibility for the use and security of the Building and my guest's behavior. I will comply with all policies and procedures as further described on the back side of this sheet.

Print Name Clearly: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ e-mail: \_\_\_\_\_

----- OFFICE USE ONLY -----

**BOARD APPROVAL** (signature & date) \_\_\_\_\_

**Picked up Key (date)** \_\_\_\_\_

**Returned Key (date)** \_\_\_\_\_

# PFAFF CENTER Rental Policies and Procedures

(Detach and keep this sheet)



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### **Requirements:**

- A. All requests for use of the building must be made in writing on a rental form and submitted to the Parks & Recreation office along with appropriate fees, deposits or written request for waivers.
- B. The **Adult Host reserving the building is responsible for setting up and cleaning up** after their event. **Damage of public property or failure to clean up after an event may result the forfeit of any and all deposit(s) and suspension of rental privileges as determined by the Parks & Recreation Commission. Security deposit will be held until the key is returned to the office.**
- C. All requests will be honored on a first come, first-served basis, as space becomes available.
- D. Regularly scheduled meetings can be requested on a yearly basis, however, dates, times, and room assignments may change quarterly due to Parks & Recreation activities or other events.
- E. Absolutely no alcoholic beverages or smoking is allowed inside or outside the Pfaff Center.
- F. All decorations, rubbish and trash must be removed to the dumpster outside the Pfaff Center.
- G. No political solicitation or campaigning is allowed on Public Property.
- H. These rules and regulations can be changed at the discretion of the commission at any time, without notice, as determined to be in the best interest of the Town of Medfield.

### **Opening and Closing the Facility:**



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- 1) Enter the building using the key to open parking lot door. Once inside, you will unlock the door with the hexagon key located on a string next to the door.
- 2) **TO UNLOCK DOOR:** Insert hexagon key into hole on the silver horizontal bar-handle and twist **right** while depressing top bar in until the click locks the bar in. When the top bar is in, the door is unlocked.
- 3) **TO LOCK DOOR:** Insert hexagon key into hole on the silver horizontal bar-handle and twist **left** until the click releases the top bar. When the top bar is out, the door is locked.
- 4) The last person to leave should make sure the facility is clean, your trash is put in the dumpster, the lights are shut off, the Pfaff Center is locked.

# **PFAFF CENTER Rental Policies and Procedures**

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## **Dance and Party Policies and Information**

Medfield Parks and Recreation is glad to rent the Pfaff Center to groups for parties, dances, special events and fundraisers. Town of Medfield does not sponsor or endorse any private functions for which the Pfaff Center is rented whether a rental fee is charged or not. The Parks and Recreation Commission consulted with the Schools and Police to create the following considerations that should be addressed in prior to holding your function:

The applicant is ultimately responsible for:

- 1) the safety of your guests and the security/cleanliness of the Pfaff Center.
- 2) recruiting 1 chaperone for every 10 guests and 1 Police Detail for every 100 guests.
- 3) training chaperones to watch for inappropriate, irresponsible or illegal behavior of their guests.
- 4) the behavior and actions of all guests and chaperones.
- 5) payment of litigation and fees associated with negligent supervision or actions during their function.
- 6) maintaining contact number for each guests parent.

The chaperones are responsible for:

- 1) screening the participants at the door of the function for inappropriate, irresponsible or illegal behavior.
- 2) strategically placing themselves at areas that need supervision like the bathrooms, offices and kitchen.
- 3) monitoring the number of guests and enforcing the safety guidelines for the function.

The Police Details are responsible to:

- 1) support the chaperones.
- 2) serve a direct line of communication with the Police Department in case of an emergency.

The guests are responsible for:

- 1) their own behavior.
- 2) being respectful to the host.

The Town of Medfield indemnified from:

- 1) any and all incidents

The Applicant is responsible for the behavior and conduct of the people attending their event.