# City of Hudson

# Barlow Community Center
## Rental Application

Applicant's Name_____ Today's Date_____

Applicant's Signature_____

Organization/Group Name_____

Tax Exempt # (if applicable)_____

Contact Person_____ Phone #_____
Additional Phone #_____

E-mail Address_____

Street Address_____

City/State/Zip_____

| Rental Date(s) | Room(s) | Start Time | End Time |
|---|---|---|---|
| _____ | _____ | _____ am/pm | _____ am/pm |
| _____ | _____ | _____ am/pm | _____ am/pm |
| _____ | _____ | _____ am/pm | _____ am/pm |
| _____ | _____ | _____ am/pm | _____ am/pm |
| _____ | _____ | _____ am/pm | _____ am/pm |
| _____ | _____ | _____ am/pm | _____ am/pm |
| _____ | _____ | _____ am/pm | _____ am/pm |
| _____ | _____ | _____ am/pm | _____ am/pm |
| _____ | _____ | _____ am/pm | _____ am/pm |
| _____ | _____ | _____ am/pm | _____ am/pm |
| _____ | _____ | _____ am/pm | _____ am/pm |
| _____ | _____ | _____ am/pm | _____ am/pm |
| *Attach extra paper & use same format if more dates are needed* | | *Please circle am or pm* | *Please circle am or pm* |

The following are available for use. Please check off if the following is needed:

Podium ☐

Screen ☐ (Assembly Rm. already equipped with screen. All other rooms require portable screen).

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**FOR OFFICE USE ONLY**

City of Hudson Authorization: Initials_____ Date/Time Stamp_____

Deposit Received: Date_____ Amount_____ Check #_____ Cash_____

Room Rental Received: Date_____ Amount_____ Check #_____ Cash _____

# RULES FOR USE OF BARLOW COMMUNITY CENTER

1. The Barlow Community Center is available for use by Hudson governmental organizations, Hudson community organizations, and Hudson businesses. All activities and events are to be conducted consistent with local standards. Facilities are accessible to the handicapped.

2. Barlow Community Center is not rented to individuals for private parties.

3. Rooms for the Barlow Center may be rented for reoccurring events for a one-year duration only. **AT NO TIME WILL ANY GROUP BE PERMITTED TO RENT ANY SPACE AT BARLOW COMMUNITY CENTER FOR MORE THAN SEVEN (7) CONSECUTIVE DAYS.** Each year the City will announce the "Open Registration Period" for all Users for the following calendar year. Rooms will be rented on a 'first come-first served' basis. On open registration day, Rental Applications and deposit will need to be taken to Barlow Community Center, 41 South Oviatt St. between 8:30 am and 12:00 noon. These forms will be accepted and time-stamped in the order of arrival. Any forms mailed and received at the City of Hudson, Public Works Dept. prior to open registration day will be considered as arriving after 12:00 noon on open registration day. No calls will be accepted until 8:30 a.m. two days following the open registration date.

4. The Assistant Public Works Director may create/modify rules and regulations for the operation and leasing of the Barlow Community Center at any time.

5. DEPOSITS - All users must pay a deposit fee of $50.00 per room upon securing any space. Deposit amounts will carry over from use-to-use provided there is no damage or excessive clean-ups required to be addressed by the City after the space has been occupied. If it is determined that the space has been damaged, i.e., damaged/stained carpet or tile, damage to walls, ceilings or doors; that the space has been left in an unacceptable condition, ie., carpet not vacuumed, debris left behind, tables and chairs not wiped clean and put away, trash not in proper receptacles; or the building/room keys have not been returned, then the City shall use the deposit to correct the problems. The group(s) responsible will then be required to repay their deposits before they can use the room again. Deposits on rooms that have not been damaged will be returned 30 days after use of room.

6. User rates are as follows:

| ROOMS AVAILABLE | CAPACITY OF ROOM | COMMUNITY ORGANIZATIONS/ NON-PROFIT RATES (HOURLY) **(must be registered non-profit)** | COMMERICAL USE RATES (HOURLY) |
|---|---|---|---|
| Conference | 22 | $15.00/hr. | $25.00/hr. |
| Memorial | 49 | $20.00/hr. | $30.00/hr. |
| Assembly | 108 | $20.00/hr | $30.00/hr. |
| Theater | 176 | $20.00/hr (Non-Revenue)<br>$20.00/hr. (Paid Performance)<br>$20.00/hr. (Rehearsal) | $35.00/hr. |

There will be no charge for government-related organizations including the city, county and state government, the Hudson public school district or groups sponsored by the school district, Community Service Association, Senior Citizens Group, American Red Cross, and veterans' associations. All others will be charged the above rates (City Ordinance 10.94).

7. It is understood that a reservation is only for the times and room(s) requested. The facility may not be used past midnight. All persons must be out of the building by 12:00 midnight.

8. Use of tables and chairs is restricted to the room you have requested.

| ROOM | # OF TABLES | # OF CHAIRS |
|---|---|---|
| Assembly | 7 10-ft long tables | 60 |
| Memorial | 6 4x4 tables<br>1 10-ft long table | 40 |
| Conference | 2 8-ft long tables | 20 |

Please make sure you will have enough furniture for your event. If additional furniture is needed, please check with Public Works Department to see if there is any additional furniture available during your event.

9. The City does not provide all-hours janitorial service for the facility; Users must keep it clean for the next group. A carpet sweeper and large trash receptacles are available in the coat room. Below is a detailed check list for custodial duties which the user must do:

    - User sets up tables and chairs and puts them away after the event
    - Wipe down all tables and chairs
    - Wipe down all sinks and countertops
    - Clean up any spills
    - Vacuum all carpeted areas
    - Check area for debris; make sure all your refuse is put into trash receptacles provided.
    - All infant diapers MUST be taken off premises and not left behind in the public trash receptacles.

10. **The city does not provide storage areas for personal or group supplies**. You may need to bring your supplies as needed and they must be removed when your meeting or event has concluded.

11. Children's programs involving the serving of food and/or painting and crafts of any kind shall be restricted to the Conference Room area.

12. Alcoholic beverages, smoking, open flames and pets are not permitted in the building at any time. **Smoking is limited to the front parking lot ONLY.**

13. Selling of merchandise or profit-making from merchandising is not permitted on the premises.

14. Modification of any space or installation with decorations or visual props on walls or ceilings with tape and/or push pins or any other installation that would result in damage to interior finishes is strictly prohibited.

15. The lobby lights are to be on whenever anyone is in the building. The lobby light dimmer switch is located on the wall to the left of the women's restroom entrance. The last group to leave the building is responsible for turning out all lights (including restrooms) and locking exterior door.

16. **Failure to secure the building will result in the loss of user privileges**.

17. There is a screen and a podium available for use. No other equipment is available. Internet connection is not available.

18. Heating/cooling controls are pre-set. Please follow the instructions posted near the thermostat. Please ask maintenance staff on duty or call the Public Works Dept at 330-342-1750 if there is a problem during business hours.

19. Keys for the building and the rooms will be issued for all events in the evenings and weekends and are available at the Public Works Department office between 8:00 a.m. and 4:30 p.m. at 1769 Georgetown Rd. The User is responsible for returning the keys the following day at the Utility Drop Box at Town Hall, 27 East Main St. or at the Public Works Department office. Failure to follow key policy will result in the loss of user privileges.

20. Children and young people are to be <u>supervised at all times</u> by parents or leaders of the group using the facility.

21. User shall indemnify and hold harmless the City of Hudson and employees from any and all claims for damages which arise from use of the Barlow Community Center.

22. The telephone number of the pay phone in the lobby of the Barlow Community Center is 330-633-9998. **<u>In case of emergency, call 911</u>**.

23. Neither the City of Hudson nor employees of the City can be held responsible for any items lost or stolen at the facility by the User or by person(s)/company providing services and/or equipment for the rental.

24. The User will hold the City of Hudson harmless at all times from any claims or damages on account of injury to anyone using the facility and/or grounds in connection with the function sponsored and operated by the User and/or growing out of their use and occupancy of said facility/grounds, or through any defect in said premises, including sidewalks adjoining the same and use or operation thereof.

25. It is understood that the right of said User to use and occupy said premises is subject to cancellation by the City of Hudson without prior notice. Cancellations by the City can occur at any time due to an emergency. In other cases of cancellation by the City, every effort will be made to give User twelve (12) hours notice. In either event, the refund will not exceed the amount tendered.