

Freedom House, Inc.

FACILITY RENTAL APPLICATION

This application is a 6 page document.

Please retain pages 4 - 6 and forward pages 1-3 along with deposit to Freedom House.

Organization/Individual _____

Contact Person _____ Telephone _____

Address _____

City _____ State _____ Zip _____

Please indicate if non-profit or community organization: _____ Yes _____ No

Purpose Of Organization: _____

Description of Event (s): _____

Single Event

Event Date: _____ Time: _____ am/pm _____ am/pm

2nd Choice Date: _____ 3rd Choice Date: _____

No. of people expected: _____

Will there be catering services: ___ Yes ___ No. Caterer's scheduled time of arrival? _____

Note: Arrival time, clean up, and set-up must be included in total hours.

Total Hours: _____

Rental Rates:

Auditorium _____ (\$100/hr.)
(Capacity 125 people)

Boardroom _____ (\$50/hr.)
(Capacity 15 people)

Classroom _____ (\$50/hr.)
(Capacity 25 people)

Kitchen Rental Fee _____ (\$25.00)

Payment Schedule:

Cost of Rental:

(Total hours _____ x Hourly rate \$ _____ = \$ _____)

Deposit Amount Enclosed \$ _____ (Non-Refundable).

Net Amount Due: \$ _____ + \$175.00 Cleaning Deposit (Refundable)

In order to secure the date, a facility rental deposit along with a \$175.00 cleaning deposit must accompany the application; for multiple rentals, a deposit and a cleaning deposit is required for each date listed. **(2 money orders should be attached with the application. One for the deposit made payable to Freedom House Inc. and a second blank money order in the amount of \$175.00 for the cleaning deposit).** Freedom House reserves the right to cancel reservation for due cause.

- 1. The reservation cannot be rescheduled within seven (7) days of the event. To do so may require another rental fee. Applicants who cancel a meeting/event due to inclement weather may reschedule for a later date at no extra charge. Other than inclement weather conditions, all **deposit are non-refundable.**
- 2. You must be at least 21 years of age to rent space from Freedom House.
- 3. Payment must be in the form of money order only.
- 4. Events that provide entertainment; such as D.J., Live Music, Poetry, Dancing, Require a permit from the City of Boston Licensing Board.

You are required to submit an application for permit to;
Boston Police Dept
District B2
135 Dudley St.
Roxbury, Mass 02120

The application for permit must be submitted no later than the Monday of the week that the event is scheduled to occur, do not mail it, please bring it in. For all applications submitted via fax, it is mandatory that the applicant bring the original copy and file it with the Licensing Division at the time of license issuance. **If your event requires an Entertainment License and you fail to return the Event License to the Freedom House prior to your event, your event will be cancelled.**

- 5. Freedom House does not allow the charging of admission for events.
- 6. Meetings and events that exceed the scheduled finish time; lessee will be billed by increments of 15 minutes at a rate of \$25. (Examples: 5 minutes and lessee will be charged \$25, 17 minutes late and lessee will be charged \$50.)
- 7. Alcoholic Beverages: Freedom House does not permit the use of alcoholic beverages on the premises under any circumstances. Failure to abide by this policy will result in cancellation of this agreement with no reimbursement of rental fees.
- 8. Freedom House's telephone number cannot be used on printed marketing materials for the event. Freedom House's address can only be listed on printed materials for location and directions purposes only. Please give your own personal or organizational contact information for follow-up.
- 9. Renter assumes responsibility for prohibiting guests from loitering in parking lot and outside property.

I have read the Facility Rental Application and Facility Rental Policies and agree to abide by them.

Signed by: _____ Date _____

TO BE COMPLETED BY FREEDOM HOUSE INC.

Reservation: Approved Not Approved, reason _____

Date Rec'd _____ Amt. Rec'd \$ _____

Balance \$ _____ Date Due _____ Approved by: _____

FREEDOM HOUSE, INC.
FACILITY RENTAL POLICIES

Freedom House is available for rentals Monday through Saturday on a first come-first serve basis. A completed Facility Rental Application along with a 50% deposit and \$175 refundable cleaning deposit secures the date. Money orders for the rental should be made payable to **Freedom House, Inc.**, the 2nd blank money order in the amount of \$175.00 is the refundable cleaning deposit.

The application must be paid in full two weeks before the event date. If not paid in full within this period of time, Freedom House reserves the right to cancel reservation for use.

1. Availability for Use

During the week, Monday-Thursday events may be scheduled up to 8 p.m., with an hour of clean-up time. Every one is expected to vacate the building by 9 p.m.

On weekends, Friday and Saturday events may be scheduled up to 10 pm. Please contact the executive office to determine availability.

Activities that exceed the scheduled Finish Time will be billed at increments of 15 minutes. The rate will be \$25.00 per 15-minute increments. (After half hour or one hour of clean up time increments occur)

2. Cleaning Deposit

The Lessee shall pay \$175.00 to be held as a deposit and applied against any costs or expenses incurred by FH to restore the premises to their previous condition. The Lessee should leave the auditorium and bathrooms clean. All trash should be taken to the dumpster. The Lessee shall provide his/her own trash bags. If no issues, deposit will be returned.

3. Damage

Applicants are responsible for any loss and/or damages to equipment, furnishings and/or building resulting from use of the facility.

4. Space Availability and Rates

Freedom House has a boardroom available for meetings and an auditorium available for larger functions. Board room (max. 15 people) \$50.00 per hour. Auditorium (max 125 people) \$100/Hr. Classroom (max 25 people) \$50.00/hr.

5. Rental Furniture and Equipment

Freedom House can only provide seating for 80 people and 8 large rectangular tables. The lessee is responsible for set up/break down. Freedom House does not provide sound equipment, flip charts, etc. Additional chairs and/or equipment can be obtained from outside sources; however, the applicant must be responsible for the delivery, set-up and removal from the facility. Deliveries can be made to the ramp entrance off the Guest parking lot.

Note: Auditorium capacity seating: 125 (with chairs only); 90 (with tables & chairs).

6. Decorations

The lessee is responsible for table covers and decorative accessories. Decorations cannot be placed higher than six feet, on the ramp, balcony or hung from the ceiling fans lights. All decorations must be removed upon departure. **Helium Balloons** are prohibited.

7. Smoking

Freedom House is a smoke free environment. Smoking is not permitted in the building.

8. Alcoholic Beverages

Freedom House does not permit the use of alcoholic beverages on the premises under any circumstances. Failure to abide by this policy will result in cancellation of this agreement with no reimbursement of rental fees.

9. Kitchen

The Auditorium Kitchen is available for preparing food. Trash receptacles will be provided for disposal of refuse after function. Counters and sink are to be wiped clean after use.

10. Handicap Access

Freedom House has a handicap ramp that gives access to the Auditorium. It is located off the Guest parking lot. A second ramp located on the main floor gives access to the boardroom.

11. Parking

The driveway/parking lot nearest the entrance of Freedom House is designated for staff only. Guests may park in the large parking lot on the opposite side of the facility nearest the ramp entrance to the Auditorium. (Guests are not to loiter in parking lot area).

12. Supervision of Children

Freedom House insists upon proper and sufficient adult supervision for functions that involved children. We recommend a ratio of one adult per six or seven children. If you are offering childcare at your event, you should provide a statement releasing Freedom House from any liability. This is to be returned with the rental application. If you are an organization, proof of insurance should be provided as well.

13. Sales of Goods

There is to be no sales of any kind on the premises.

14. Political Campaigns

Candidates are welcomed to rent space at Freedom House for community meetings or press conferences; however, Freedom House is a non-partisan agency and does not endorse candidates.

15. Open Meetings/Public Forums

Community groups/organizations wishing to use Freedom House for meetings that are open to the general public should submit flyers to Freedom House for review.

16. Liability

Freedom House, Inc. is not liable for any property left unattended or for the events for under the contract.

17. Emergency

In the event of an emergency or physical plant problem, the front desk personnel should be notified immediately.

FREEDOM HOUSE STAFF PROCEDURES

Arrival:

1. Explain to lessee procedures from A to E.
 - A. Verify they have their own trash bags.
 - B. Make sure they know where the broom and dustpan is located.
 - C. Make sure they know where the mop and bucket is located.
 - D. Make sure they know where the dumpster is located.
 - E. Make sure they know that the building should be returned in rentable condition.

Signature of Lessee: _____

(This signature verifies that the space was clean upon the lessee arrivals)

Departure:

Confirm that they have cleaned and left the building in rentable condition.

1. YES___ NO___ Clean counter in kitchen, sweep & mop kitchen.
2. YES___ NO___ Stage must cleared, swept & mopped.
3. YES___ NO___ Chairs & tables need to be properly stacked in corner.
4. YES___ NO___ Sweep & mop auditorium.
5. YES___ NO___ Bathrooms should be left in useable condition.
6. YES___ NO___ Sinks & toilets in bathroom should drain.
(Kitchen sink also should drain).
7. YES___ NO___ Trash bags should be trashed in dumpster.
8. YES___ NO___ Outside grounds must be cleared of trash.
(Parking lot area and outside Auditorium)

*** All of the above should be checked yes or your **deposit may be kept.**

Freedom House Management

Date of Event: _____ **Employee Working Event:** _____
Lessee Responsible for Event: _____

Setup and breakdown times for rentals

1. All rentals must include setup & breakdown time within their rental hours.

Example

IF your event starts at 4pm & ends at 8pm you must end at 730pm so you may have time to cleanup breakdown and return the room to its original format.

Reasons for loss of deposit or part of deposit.

1. failure to abide by freedom house rules.
2. damages to Freedom House property.
3. going over event time.
4. failure to properly clean rooms or hall to its original format.
5. failure to remove trash from premises.
6. failure to put all chairs upright facing the same direction neatly on the chair carts
7. failure to place tables back on stage neatly to the left of the stage.
8. failure to return kitchen to its original format.

These are the basic reasons for partial or total loss of rental deposit.

Supply's & equipment

All renters must supply their own equipment.

Example; pens, paper, extention cords, markers, plates, spoons, forks and other items

We just supply the space.