

GIRL SCOUT HOUSE - RULES GOVERNING COMMUNITY USE

1. Any organization/applicant using Girl Scout House must first fill out rental form, obtained at the Recreation Department as well as be approved by the Recreation Director.
2. Organization/applicant is held responsible for complying with all rules and regulations. Adequate supervision must be provided at all times of the rental. No more than 55 people allowed in building at one time.
3. A key to the building will be issued to the person in charge of the group ONLY and must be returned within twenty-four business hours after the time of the rental use. Making copies of key and distributing to other members of organization is prohibited.
4. The organization/applicant shall be responsible for any damage to building, grounds, and any/all equipment inside building. It is understood that the Town of Duxbury is not liable for any injuries or accidents that may occur on the premises during the rental.
5. Consumption of alcohol as well as smoking is prohibited.
6. It is the intent of the Town of Duxbury to rent this building only to non-profit organizations or individuals ie...Community Groups, Booster Clubs, Birthday Parties, etc...
7. The installing of decorations, scenery, moving of furniture, use of any equipment shall be done ONLY with approval of Recreation Director. Any tables used must be covered.
8. The applicant/organization assumes the full responsibility of completely restoring building to the same conditions of cleanliness and order as it was found. Groups are responsible for removal of any trash generated. Trash generated by any group shall not be deposited anywhere in or outside the building. **You make it - you take it!!**
9. **The applicant/organization is to use front of the building ONLY. No persons(s) are allowed in any part of the back of the building (Recreation Department office). Use of phone, copy machine, etc... in the Recreation office is prohibited.**
10. A security deposit of \$50 (checks only made out to "Town of Duxbury") is required. This deposit will be returned when key is returned. Key must be returned the next business day.
11. No use of stove without prior permission from Recreation Director.
12. No overnight rentals allowed.

Name of person/organization using building: _____

Address: _____ Phone: _____ Check #: _____

Day and time of usage: _____

Reason for rental: _____

I have fully read the rules provided to me by the Recreation Department. I agree that all persons associated with my organization shall abide by all rules. I also agree that failure to abide by these rules shall result in the forfeiture of security deposit as well as additional charges if necessary and permanent revocation of building use privileges.

Signature: _____ Date: _____

Office Use Only

Approval of Recreation Director: _____

Key # _____	Key Returned: _____	Yes _____	No _____
	Deposit Returned: _____	Yes _____	No _____