

## TARKILN COMMUNITY CENTER - RULES GOVERNING COMMUNITY USE

1. Any organization/applicant using Tarkiln Community Center must first fill out rental form, obtained at the Recreation Department (934-7034) or online at: [www.town.duxbury.ma.us/recreation](http://www.town.duxbury.ma.us/recreation) , as well as be approved by the Recreation Director. Rental requests must be submitted at least 2 weeks prior to event.
2. Organization/applicant is held responsible for complying with all rules and regulations. Adequate supervision of children must be provided at all times of the rental.
3. Keys 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 keys and distributing to other members of organization is prohibited.*
4. Renters are responsible for restitution of costs for any damage, or extra costs incurred by the Town due to the Renter's usage. Renters will be billed according to the inspection performed by the Town. Charges will be incurred for breakage of fixtures or furniture, any damage to the premises, or excess cleaning fees.
5. All program/event organizers will be required to sign an Indemnity Agreement holding the Town of Duxbury harmless for any injuries or accidents that may occur on the premises during the rental. The Town may also require proof of liability insurance to be provided with application for use.
6. Consumption of alcohol on premises is prohibited unless applicant represents a non-profit organization. A one day liquor license must be approved in advance by the Board of Selectmen.
7. Candles and open flames are not permitted in the building.
8. 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.
9. 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 shall not be deposited anywhere in or outside the building. **You make it - you take it!!**
10. A security deposit of \$50 (checks only made out to "Town of Duxbury" is required. This deposit will be returned when keys are returned. Keys must be returned the next business day.
11. Hours of operation: 8am-11pm. No overnight rentals allowed. A minimum 3-hour commitment is required.