



Town of Morris

Senior Center

109 - 21 East Street

Morris, CT 06763

860-567-7437

Activities@townofmorrisct.com

townofmorrisct.com/entities/senior-center

Name of Applicant/Organization: _____

Contact Person: _____

Address: _____

Telephone: _____ Cell Phone: _____

E-mail address: _____

Function: _____

Date of Function: _____ Time Period: _____ to _____

Facility rental donation: Morris Resident - \$75 / Non-resident - \$150

Checks made payable to the **Morris Senior Center**

Deposit: A refundable deposit of \$100 in the form of a separate check must be submitted with application. This check will be returned to you upon a favorable inspection of the Morris Senior Center after your function.

TERMS OF AGREEMENT

Reservations should be made with the Morris Senior Center Director at least three weeks in advance of the event. The Director reserves the right to cancel any reservation in the event of an emergency and return any payment received within 30 days of cancellation.

- No smoking is permitted inside of the building.
- Alcoholic beverages are not permitted inside or outside of the building, as per town ordinance.
- All attendees shall confine their activities to the great room (maximum occupancy 76), craft room (maximum occupancy 23), restrooms and kitchen.
- Items and equipment in the Center are not for use by renters (i.e. serving utensils, silverware, dishware, coffee pot, tea pot, dishwasher, television, etc.).
- The oven may be used for warming foods only.
- The fireplace in the great room is available for use only with prior written permission.
- The applicant will be held responsible for any damage or loss.
- The Senior Center must be left in the same clean condition in which it was found with all furniture returned to its original location.
- Sweep and vacuum all floors (Broom and vacuum are located in closet of great room).

- Renter must supply your own garbage bags and remove all trash to the dumpster, located on the right front side of the building.
- Remove all food and supplies brought in with you.
- Turn off all lights in the building, including the restrooms.
- Turn the heat down to 65 degrees or shut off air conditioning completely.
- Close and lock all doors securely and return the key to the lock box.
- Applicant is required to provide a certificate of liability insurance in the amount of \$1 million dollars, naming the Town of Morris as additional insured for the requested period of use.

In case of medical or fire emergency, dial 9 for an outside line then 911.

INDEMNIFICATION POLICY

I, _____, the applicant, agree to act in accordance with the Morris Senior Center Terms of Agreement as stated above.

I, _____, am requesting the use of the Morris Senior Center and agree I will indemnify and save harmless the Town of Morris and its officers, agents and employees in all claims, damages, losses, judgements and litigation expenses arising out of injuries of persons (including death) sustained or alleged to have been sustained by the officers, employees of the Town of Morris or by any officers or agents of the applicant or by a participant or spectator. The same indemnification will apply to any alleged acts or omissions by the applicant or any participant, spectator, employee or volunteer resulting in damage to real or personal property in connection with the use of the site named above. The applicant further undertakes to reimburse the Town of Morris for any damage to its real or personal property occurring in connection with the use of the site name above, by the applicant.

I understand I am responsible for the behavior and actions of my guests. I have read and agree to abide by the regulations stated above.

Signed: _____ Date: _____

For office use only:

Date Application and deposit check received _____

Insurance certificate on file _____

Date Rental check received _____ Amount \$ _____

Date deposit check returned _____