

Sixth Taxing District

PO Box 246
Rowayton, CT 06897



The following are rules and regulations regarding your rental of the Rowayton Community Center. Please read the all the rules carefully. Keep in mind that these rules are set in place to provide the best experience possible for you, as well as future renters.

1. The premises are to be left clean and in good condition. Refuse must be in plastic bags, separate from recycling. Unless otherwise scheduled and agreed, all cleanup must be completed the same day as the event. When using community rooms, floors must be swept clean.
2. Guests may not hang decorations from the walls or ceiling. Guests may not remove, move, or rearrange any artwork.
3. By the order of the Fire Marshal, smoking is strictly prohibited in any part of the building. Fireplaces are not functioning and may not be used. Candles and heaters must be approved by the Fire Marshal. Cooking with grease-laden vapors is also prohibited.
4. No parking is permitted on the grass, in the courtyard, or drives at any time.
5. Serving of alcoholic beverages must be approved prior to the event. Alcoholic beverages must not be served or consumed by any person under the age of 21. Alcoholic beverages must not be sold at any function. Beer tubs or kegs must remain outdoors.
6. All events must be finished, including cleanup, by 12:00 a.m. Friday-Saturday, or by 11:00 PM Sunday-Thursday. All guests and personnel should be vacated by this time. All live music must end by 11:00 p.m. Friday-Saturday and 10:00 p.m. Sunday-Thursday.
7. The use of amplification, indoors or outdoors, must be kept to a minimum. No music is allowed during library hours.
8. Community Center tables and chairs are not to be left outside overnight. Wood tables must be under cover during rain events. Tables must be cleaned and stored as agreed at the end of the event.
9. Per the Fire Marshal the “Moose Room” capacity is 85 seated and 125 standing. The third-floor capacity is 50 seated and 75 standing. The underground capacity is 50 seated and 75 standing. Under no circumstances can these numbers be exceeded.

Community Center Rules and Regulations

10. Unless otherwise arranged, rentals are for one room only. Guests may not use any unauthorized space.
11. The renting guests is responsible for making sure all exterior doors are locked and lights are turned off at the end of the event.
12. All vendors must provide a certificate of insurance before the event.
13. All events with more than 100 people must provide port-o-lets.
14. Events with more than 100 people may require a district representative to be present. These events may also require security and traffic control.
15. All tents must be approved and inspected before the event.
16. The responsible party must furnish a Certificate or Liability Insurance insuring the Sixth Taxing District and the City of Norwalk for \$1,000,000 on the day of the event. This insurance must be received 2 weeks prior to the event.

I understand that a security bond of \$500 is required for events with under 100 guests and \$1,000 for all events over 100 guests. Any departure of the rules and regulations by you or your guests, as well as any blatant misconduct, may result in the forfeiture of this bond.

Signature: _____ Date: _____