

Sixth Taxing District

PO Box 246
Rowayton, CT 06853



_____ requests use of Community Center on
_____ from _____ am / pm to _____ am / pm for the following purpose:
_____ expecting _____ people

NON-RESIDENTS MUST PROVIDE THE NAME AND CONTACT INFO OF A RESIDENT SPONSOR

We agree to the following charges: **(SEPARATE CHECKS PLEASE)**

- Rental of the Community Center (payable to Sixth Taxing District) \$ _____
- Security deposit check (payable to Sixth Taxing District) \$ _____
- Sixth Taxing District rep required for events of more than 75 people (\$50@hr, minimum 4hrs or duration of event if shorter) \$ _____

Names and telephone numbers of:

- Renter: _____ Tel #: _____
- Resident "sponsor": _____ Tel #: _____
- Caterer: _____ Tel #: _____
- Rental company: _____ Tel #: _____

We understand the Rules and Regulations for the use of the Community Center and we hereby agree to abide by them. In consideration for granting us permission to use the park, we agree to accept full responsibility for its use and for the conduct of any members, guests or visitors. This includes, but is not limited to, our acceptance of all responsibility for availability and use of alcoholic beverages by those present, and we represent to you that any person under the legal drinking age of 21 shall be prohibited from consuming alcohol.

We also agree that: (a) the responsible person in charge must furnish a Certificate of Liability Insurance additionally insuring the Sixth Taxing District of the City of Norwalk for \$1,000,000.00 (this must be received in advance of event); (b) prior to pick up of rental equipment, equipment shall be placed in a compact grouping in a location decided by the Sixth Taxing District representative. Any caterer employed must provide the 6TD with a copy of his current Health Dept. Certificate as well as furnish a Certificate of Liability Insurance naming the Sixth Taxing District as Additional Insured as outlined above.

Applicant _____
If organization, by _____
Address _____
Telephone _____

Reservation will be confirmed upon receipt of the completed questionnaire, application and fees.

Sixth Taxing District, ATTN Bill Nollman, PO Box 246, Rowayton, CT 06853
e:bnollman@rowayton6td.com

Community Center Application & Rules 2024

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.** Floors should be swept clean. 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. Dumpsters may be required for events of more than 75 people. **The costs of any additional cleanup required will be deducted from the deposit.**
2. **Guests may not hang decorations from the walls or ceiling. Guests may not remove, move, or rearrange any artwork. NO BALLOONS ARE ALLOWED.**
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 11:00 p.m.** All guests and personnel should be vacated by this time.
7. **All music must end by 10:00 p.m.** Please keep in mind, the Community Center is in a residential neighborhood and music must be kept to an acceptable volume.
8. Community Center tables are not to be left outside overnight. Tables must be under cover during rain events. Tables must be cleaned and stored as agreed at the end of the event. Community Center chairs are allowed outside only on the courtyard.
9. **Per the Fire Marshal the “Moose Room” capacity is 85 seated and 125 standing.** The third-floor Grace Room capacity is 50 seated and 75 standing. The underground capacity is 50 seated and 75 standing. Under no circumstances can these numbers be exceeded.
10. **Unless otherwise arranged, rentals are for one room only.** Guests may not use any unauthorized space.

Community Center Application & Rules 2024

11. The renting guests are responsible for making sure all exterior doors are securely shut and lights are turned off at the end of the event. The main doors will be locked remotely by 6TD.
12. All vendors must provide a certificate of insurance before the event.
13. All events with more than 75 people must provide port-o-lets.
14. A 6TD district representative is required for Events with more than 75 people (\$50@hr, minimum 4hrs or duration of event if shorter). Some events may also require security and traffic control.
15. All tents must be approved and inspected by the Rowayton Fire Marshal 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 in advance of the event.

I understand that a security bond of \$500 is required for events with under 75 guests and \$1,000 for all events over 75 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 all or a portion of this bond.

Signature: _____ Date: _____