

Town of Greenfield
Municipal Facility Policies & Procedures

I. Fees

See the attached application for the appropriate rental fees. Payment must be submitted in advance of the actual event. The Town of Greenfield reserves the right to wave and all rental fees. You will be billed separately for Police coverage.

II. Re-fundable Security Deposit

The renter must submit a separate check for a deposit of \$ 200.00, which upon satisfactory inspection of the facilities, will be returned to them after the event and when the inspection has taken place. See below for conditions.

III. Liability Insurance

The Town of Greenfield reserves the right to require liability insurance for any event held. A certificate of liability insurance, when required, must be obtained in the amount of \$1,000,000 each occurrence, with the Town of Greenfield named as additional insured.

IV. Keys

Keys to the buildings being rented/used will be furnished by the Town Office, and will be furnished in advance of the event. The renter is responsible for securing the entire building(s) when the event is over. A key deposit in the amount of \$10 will be collected, which will be given back upon return of the key.

V. Alcoholic Beverages

An alcohol permit may be obtained from the Board of Selectmen. Consumption of alcoholic beverages on Town property without such a permit is a violation of Town Ordinances and will result in court action. If permitted, there are no glass containers allowed.

VI. Restrooms

There are flush toilets available at the Oak Park building, which is a part of the kitchen rental fee. The restrooms may be used without renting the kitchen for a fee.

VII. Port a Potties

The existing port a potties can support up to 100 people. If the event is hosting 101 to 174 people, a fee of \$50.00 is required for cleaning purposes. If the event is hosting over 175 people, contacting and rental of additional port a potties will become necessary at renters initiative and expense.

VIII. Trash

The renter is responsible for all trash clean up/removal and restoring the property back to the same condition as it was before the rental period. If the property is not 100% restored, any costs for repairs and/or clean up will be charged against the security deposit. The renter is held liable for any damages/costs that exceed the \$200.00 during their rental period.

IX. Cleaning

The renter is responsible for cleaning of all equipment used, the kitchen facility (if rented) must be left in the manner in which it was originally found, and all areas used at the park.

X. Kitchen

The condition of the kitchen is to be left in a neat and orderly manner. All counters to be wiped down and any equipment used must be cleaned properly. A cleaning fee may be assessed and retained out of the renter's security deposit if, after inspection by Town of Greenfield, deems it not orderly. Renter must use own consumables and any grilling equipment and propane belonging to Oak Park shall not be used.

XI. Heat

Heat, if used during the colder months, must be turned down to the temperature listed above the thermostat.

XII. Damages

Damages to park, its equipment, fields, or buildings will be retained out of security deposit and/or additional billed to renter if such a time occurs that after inspection by the Town of Greenfield deems such damages have been incurred.