

NORTHBOROUGH HISTORICAL SOCIETY RENTAL REQUEST FORM

Name of Renting Organization or Individual		
Individual NHS Member <input type="checkbox"/> Non-Member <input type="checkbox"/> Non Profit Organization <input type="checkbox"/> Other Organization <input type="checkbox"/>		
Name of Contact Person		
Contact Phone Number	Email address	
Street Address		
Date of Rental:	Start Time	End Time
Frequency: Once <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other <input type="checkbox"/>	Expected Number of Attendees	
Details of Activity		

Conditions of Building Use

- No smoking or alcoholic beverages on Society property
- No candles or other naked flames on Society Property
- Nothing to be attached to walls, doors, windows, ceilings, or columns
- Children must not be left unattended at any time
- All outside groups using the building must carry their own insurance. Proof of insurance will be required.
- Non-profit organizations must provide proof of their non-profit status
- Food and beverages are restricted to the meeting room and kitchen
- Kitchen must be cleaned and put back in order by the renter
- Renters must bring and use only their own supplies. No paper cups, plates, napkins, coffee, tea, sugar, etc, already in the building may be used.
- All property brought into the building must be removed. Any property left in the building will be discarded, including anything left in the refrigerator
- All trash must be placed in Northborough town trash bags or removed from NHS Property
- If cancellation is necessary, please let us know as soon as possible, at least 48 hours before your event.

Failure to comply with these conditions of use may result in loss of future rental privileges

Building Rental Rates

Meeting Room Only
Up to 4 hours

Meeting Room and Kitchen
Up to 8 hours

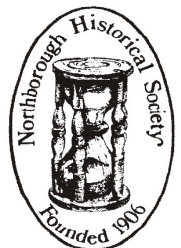
Society Members	\$75	\$100
Non-Profit Organizations	\$75	\$100
Individuals - Non-members	\$100	\$150
Other Organizations & Businesses	\$100	\$150

I agree that I / _____ will comply with the conditions of rental stated above.

Signature _____ Date _____

Please complete this form and email it to: rentals@northboroughhistoricalsociety.org

Your rental is not confirmed until it is approved by our Rental Coordinator. Questions? Call 508-963-3529



Information for Renters

Equipment

- Chairs and tables are available. There is no charge for using them. The renter is responsible for the set up and clean up of the rented area.
- Wi-fi is available.

Keys and Opening / Closing Responsibility

The Renter's designated contact person should make arrangements with the Property Committee for access to the building. They will be given a code to access the key lock box. (Usually the last four digits of that person's phone number.) The designated person is responsible for turning off the lights and heating, securing all doors and windows, and returning the key to the lock box. The last thing after locking the door and putting the key in the lock box is to spin the dials away from the set code.

Before leaving the building:

- ☐ Trash must be placed in tied up Northborough town trash bags or removed from NHS Property
- ☐ Remove all property from the building
- ☐ Check that both bathrooms are unoccupied
- ☐ Switch off / unplug any appliances / devices used
- ☐ Turn off heat at switch in hallway
- ☐ Return dampers on meeting room heating ducts to down position
- ☐ Make sure all doors, including the crash bar, and windows are closed and locked
- ☐ Switch off all lights

Combination Key Safe (Lock Box) Instructions

To open the key safe:

1. Slide shutter down to reveal dials
2. Rotate dials to the correct combination
3. To open, press down button 1
4. When ready to close, spin and upset the dials to protect your combination

