



Cotuit Fire District

Post Office Box 1632
Cotuit, Massachusetts 02635
508-428-2210

TO: Prudential Committee, Cotuit Fire District

FROM:(Requesting activity or person) _____

DATE(S) AND TIME _____

REQUESTED: _____

NUMBER OF PEOPLE EXPECTED: _____

TYPE OF ACTIVITY _____

Agreement for the use of Freedom Hall

The residents of Cotuit encourage the use of Freedom Hall for appropriate individuals or groups. By signing below, you accept responsibility for the following procedures and liabilities.

1. Freedom Hall is a historic building and must be treated with respect.
2. The cleanliness and condition of the space used is the responsibility of the requesting activity. If the space is left in an unclean state or if equipment is damaged, The Prudential Committee will charge the requesting activity for professional cleaning and any repair or replacement of equipment. Failure to maintain Freedom Hall in a clean condition will restrict its future use. Chairs and/or tables must be returned in the same condition as they were at the time they were borrowed. Floors must be swept (mops/brooms available), but please bring your own cleaning supplies and remove all trash at the end of the event.
3. Use of Freedom Hall and the equipment is coordinated through by Chris Dauley. Contact information is cdauley@cotuitfire.org or call the Cotuit FD at 508-428-2210. Requests must be submitted ten (10) working days in advance.
4. To the extent allowed by law, the user agrees to indemnify and defend the Cotuit Fire District, its agents and employees against, and hold it harmless from, any and all suits, demands, loss or liability, on account of or in connection with any injury, loss or damage to any persons or property resulting or claiming to have resulted from the use of the leased premises (Freedom Hall, 976 Main Street, Cotuit) by User, its servants, agents, employees, or visitors (including, and

without any implied limitation, both the areas inside and outside thereof) resulting or claimed to have resulted from User's use, omission, fault, negligence, or other misconduct.

5. For larger events over 50 people (not to exceed 150) and/or if alcohol is being served Liability Insurance is needed and may be obtained through an insurance agency.
6. Two separate checks are required to rent Freedom Hall. A deposit of three hundred dollars (\$300.00) is required by The Prudential Committee to insure compliance and cover any damages/cleaning which may be needed, along with the rental payment. Additionally, if a key is needed for the event, a deposit of fifty dollars (\$50.00) is required. Deposits will be returned after the Hall has been inspected and compliance of the listed requirements has been checked and approved.

Cost to rent out Freedom Hall is \$50.00 a day for Cotuit residents
\$100 a day for Non-Residents.

Please make the checks payable to Cotuit Fire District and may be sent to
CFD @ P.O. Box 1632, Cotuit, MA 02635

****no tape, thumb tacks or any adhesive shall be used to attach objects to the walls, doors or windows**

****Please do not attempt to open windows. AC/heat may be adjusted as needed and will return to the set temp automatically**

Upon Leaving the Hall, please be sure....

1. All lights are turned off
2. All doors are locked-including the two side doors and basement doors if they were used
3. All trash has been removed from the hall
4. The floors have been swept
5. Any items brought into the hall have been removed
6. Chairs and tables have been returned to the area in which you found them

SMOKING IS NOT ALLOWED IN THE HALL OR PARKING LOT AT ANY TIME

I agree to the above procedures concerning the use of Freedom Hall:

(Signature and date)

(Address)

(Email and phone number)

(Alternate contact and phone number)

The above request for the use of Freedom Hall has be Approved / Disapproved_____

Prudential Committee Member COTUIT FIRE DISTRICT POLICY FOR USE OF FREEDOM HALL OR EQUIPMENT the Prudential Committee of the Cotuit Fire District is responsible for the operation and maintenance of Freedom Hall. Freedom Hall may be used by non-profit groups or organizations or individuals associated with the village of Cotuit. Non-profit groups or individuals associated with Cotuit may borrow tables and/or chairs for a single activity. Such groups or individuals must complete an application for the use of Freedom Hall or to borrow tables and/or chairs. Non-profit groups, in their application for use of Freedom Hall or equipment, shall include a copy of the 501c3 certificate issued by the Internal Revenue Service (may be waived at the discretion of the Prudential Committee). A member of the Prudential Committee must approve the application. An application may be obtained at the Fire Station, 64 High Street, during normal working hours or online at www.cotuitfiredistrict.org.

The Prudential Committee reserves the right to deny the use of Freedom Hall when in its opinion, it would not be in the best interest of the Cotuit Fire District.

