



Building Use Policy

The Little Compton Community Center is pleased to provide space for private functions whenever possible. Our facility is used for many LCCC programs as well as private programs and events. The following procedures are necessary to maintain staff schedules, comply with state and local fire and safety codes and keep this historic building in good condition.

1. This contract must be completed in full, signed and submitted as early as possible before the event. Payment is due prior to event.
2. You will receive confirmation (including charges) by email (preferred) or telephone. Please provide both forms of contact if possible.
3. Please be as detailed as possible denoting the set-up requirements for your event. Do not assume that the building will be configured the way it was when you visited. State your needs as clearly as possible. We will make every effort to meet your needs and we will detail the extent of our ability to comply with your requests in our confirmation.
4. **LCCC requires custodial or other staff presence if there are 50 or more people in the building or if the kitchen is used.** You may also request custodial services for your event. If staff presence is not required and you choose not to make arrangements for custodial services, you are responsible for setting up and returning the room to its original condition. Tables and floors must be clean and trash/recycling must be disposed of in the dumpster attached to the west side of the shed. All windows and doors must be closed & locked. You will be charged \$30 per hour for custodial services that are required and were not pre-arranged.
5. There must be no smoking or alcohol consumption.
6. **No warming or cooking appliances nor open flames are allowed outside of the kitchen.**
7. Keep 4-foot walking aisles in room configurations
8. Do not block fire doors in any way.
9. Please do not throw balls or other items in the building. Direct outdoor games away from the windows.
10. Please do not put holes in any part of the building. Use only transparent/translucent office tape to adhere posters or other lightweight items to the wall. If you wish to tape power cords to the floor for safety please use only masking type tape.
11. Please do not hang anything from any part of the theatre lighting grid.
12. **If anything is damaged, you will be responsible for necessary repairs. If you use the key from the lock box and do not return it, you will be charged for the rekeying of the building.**
13. Please leave the building in the best possible condition. As you leave,
 - Make sure windows are closed and locked.
 - Remove all tape and tape residue.
 - Seal trash bags and put trash in the dumpster on the west side of the shed.
 - Make sure all indoor lights are off.
 - Make sure all doors are locked.
 - **Return the key to the lock box.**
14. **If you rent the building outside of weekdays from 9:00 am to 5:00 pm and do not arrange for custodial services, you are responsible for any snow or ice removal necessary to safely enter the building.**

2017 Building Use Contract



Organization: _____ Non Profit: Y / N

Contact: _____ Phone: _____ Email: _____

Dates of Building Use: _____

Day 1 - Time in: _____ Day 2 - Time in: _____ Day 3 - Time in: _____

Time out: _____ Time out: _____ Time out: _____

Total hours required, including set-up and clean-up: _____

Expected Attendance: _____ Purpose: _____

50 or more requires LCCC staff presence

Event times: Day 1: _____ Day 2: _____ Day 3: _____

Please select the space and services that you will need, see rate sheet :

	Day 1	Day 2	Day 3	Fee
Kitchen (staff required)				
Dining Hall (42/89)				
Theater (72/155)				
Whole Building				
Projector and A/V Equipment				
Custodial Services				
Total				

Please note: Rooms that you have not selected may be rented by other parties and will not be available for your use.

Numbers in parenthesis denote room capacity with and without tables.

Please note any set-up or other requirements: _____

We hope you enjoy the space and have a successful event. We ask that you are careful in your use of the building. If you damage the building, you will be responsible for necessary repairs. By signing this document, you agree to the terms and conditions outlined on page 1 and 2 of the Building Use Contract:

Signature: _____ Date: _____

This box is for staff use :
 Approved _____ Date _____ Notified By _____ Date _____
 Charge \$ _____ Paid: Amt \$ _____ Type _____ Date _____