

**ATFS Realty Trust – Rental Contract (Classes only)**  
**433 South Street, Shrewsbury, MA 01545**

**General Rules that apply to all classes:**

1. No Refunds are given for Rental arrangements.
2. Doors will be unlocked 5 minutes before the rental time begins. Any set up time should be included in the rental time.
3. Rooms must be promptly vacated at the end of rental time.
4. Rooms and the ATFS facility must be left clean after the use of any room.
5. All lights must be shut off for the rented room before you leave the building
6. All windows of the rented room must be closed and locked before you leave the room.
7. All furniture must be moved back to where you found it after your class is over.
8. Each renting individual or organization will be responsible for locking the door that their students have used after the classes are over.
9. The renter agrees to maintain a proper and orderly function.
10. The use of kitchen or any kitchen appliances is prohibited other than drinking water.
11. Renter must leave the rooms, kitchen, bathroom and mudroom clean and throw all garbage in the dumpster provided outside the facility or the renter will be charged \$25.00 per hour for clean up.
12. This is non smoking facility. Smoking is not permitted in the building or in the parking lots. This is also an alcohol free facility. The use of alcohol or the entry of people under the influence of alcohol is strictly prohibited on the premises.
13. Renter is not permitted to use any computer, copier, printer or phone facilities present in the building. No additional equipment such as heaters may be hooked up.
14. Renter shall be responsible for all loss or damage to equipment and facilities that takes place while they are in the building.
15. Cooking in the kitchen is prohibited. Use of oven, microwave or stove for any purpose is prohibited.
16. The fire alarm system is connected to the Shrewsbury Fire Department. If, for any reason, the fire alarm goes off during the rental period, and the fire department shows up at the center, the renter will be responsible to pay the charges of the fire department.
17. The renter agrees to use the facility only for the stated purpose and the stated hours in the application.
18. Breakage or loss of any ATFS equipment caused by the renter will be charged at double the replacement cost. All such breakage must be reported to ATFS.
19. Exits must be unobstructed at all times
20. Only activities related to learning are permitted in the building.
21. ATFS does not assume any responsibility for loss, damage or injury to any personal property or persons using the facilities or parking facilities.

22. Neighboring parking lots may be used only with prior permission of ATFS and all of the above rules and regulations and agreements relating to parking will also apply in that situation.
23. With the signing of the attached application, the renter acknowledges receipt of a copy of these rules and regulations and agrees to comply
24. ATFS has the right to accept or reject any or all applications and may cancel any application by giving the refund without being held responsible for any loss , damage or inconvenience.
25. Under no circumstances are EXITS to be obstructed in anyway. This is the law.
26. All fees and deposits will be paid only be checks payable to ATFS. No credit cards will be accepted.

Signature of the Renter: \_\_\_\_\_ Date: \_\_\_\_\_