

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

This contract is required to be signed by renting individual or organization for any social gatherings or parties that are conducted at the ATFS Learning Center facility. These may be utilized for get to-gethers such as Birthday celebrations, social events, musical nights, bridal showers, and other such events

Function Room (has a stage and approx area of 1000 sq feet) This can accommodate up to 100 people seated in rows.

Please arrange for a time to come in and see the room before you decide to take it.

**Rental Details:** You may rent the function room at the ATFS facility for your event for up to 6 hours. The room will be made available on a first cum first serve basis for one pre-determined day for up to 6 hours at a fixed time. If any cancellation takes place due to an unplanned event, a make up day may be selected within the same calendar year as per the availability of the room. The basement restroom will be made available for the use of your guests. Only pre-cooked food is permitted in the facility. Food warmers or microwave may be used to warm up the food.

Rental cost: \$125.00. There will be no proration in the rent if you use less than 6 hours each time. Any additional hours will be charged at the rate of \$25.00 per hour. Payments must be made in the form of check or cash at the time of a new rental agreement. The room will not be reserved until this agreement has been signed by the renting party and the full rent is paid. Checks must be made payable to "ATFS Learning Center". There will be NO REFUNDS given once the room has been reserved.

*To reserve a rental for your party, Please fill out the information below:*

Month/Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End time: \_\_\_\_\_

**Name of Renting Party:** \_\_\_\_\_

**Contact person's Name:** \_\_\_\_\_

**Contact person's Telephone Number:** \_\_\_\_\_

\_\_\_\_\_

**Contact person's Home address:** \_\_\_\_\_

\_\_\_\_\_

**Contact person's email address:** \_\_\_\_\_

\_\_\_\_\_

**Pease sign to acknowledge you agree with everything listed above.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **What you need to bring for your guests:**

1. paper towels
2. toilet papers
3. table cloths for all tables
4. disposable plates, glasses, and cutlery, napkins.
5. trash bags
6. decorations and push pins (NO CELLO TAPE)
7. food, water, soft drinks and food warmers

Please include set up time and cleaning time in your rental time. You will need to move tables and chairs as per your setting and put them back after your party is over.

## **What we provide:**

1. large party room, one restroom
2. tables for up to 50 people
3. chairs for up to 50 people (additional chairs may be rented from us at \$1.50 per chair)
4. broom for cleaning
5. dumpster for your trash

## **General Rules for Party Rentals**

1. No Refunds are given for ANY 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. All wall decorations may be secured with push pins only. NO cello tape is allowed on the any walls.
4. Function Room must be promptly vacated at the end of rental time.
5. Function Room and the ATFS facility including the restrooms must be left clean after the use of any room.
6. All tables used must be covered with table cloths in order to keep them clean.
7. All guests must remain in the function room only. Children or adults must not be allowed to move around the rest of the building. If other rooms are used or disturbed during the party, room rent will be charged at the rate of \$50.00 per room.
8. All lights must be shut off for the rented room before you leave the building
9. All windows of the rented room must be closed and locked before you leave the room.
10. All furniture must be moved back to where you found it after your party is
11. over. Each renting individual or organization will be responsible for locking the door that their guests have used after the party is over.
12. The renter agrees to maintain a proper and orderly function.
13. The use of kitchen or any kitchen appliances is strictly prohibited other than drinking water.

14. 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.
15. 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.
16. Renter or their guests are not permitted to use or touch any computer, copier, printer or phone facilities present in the building. No additional equipment such as heaters may be hooked up.
17. Renter shall be responsible for all loss or damage to equipment and facilities that takes place while they are in the building.
18. Cooking in the kitchen is prohibited. Use of oven, or stove for any purpose is prohibited.
19. 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.
20. The renter agrees to use the facility only for the stated purpose and the stated hours in the application.
21. Breakage or loss of any ATFS equipment or infrastructure caused by the renter will be charged at double the replacement cost. All such breakage must be reported to ATFS.
22. Exits must be unobstructed at all times Under no circumstances are EXITS to be obstructed in anyway. This is the law.
23. ATFS does not assume any responsibility for loss, damage or injury to any personal property or persons using the facilities or parking facilities.
24. 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.
25. With the signing of the attached application, the renter acknowledges receipt of a copy of these rules and regulations and agrees to comply
26. 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.
27. All rent and deposits will be paid only by checks or cash payable to ATFS. No credit cards will be accepted.

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