

Regulations for Rental of Town Buildings:

1. Application for the use of Town Buildings; Carleton Hall and West Dennis Graded Schoolhouse (WDGS) may be obtained at the Town Hall; applications for use of the Senior Center may be obtained at the Dennis Senior Center. (*See Building Rental Application Attachment*).
2. Each application for use of Town Building requires the lessee to sign a *Lessee's Indemnification Form* (*See Indemnification Form Attachment*).
3. Building rental rates are determined by the Board of Selectmen and are effective July 1st of each year (*See Municipal Building Rental Fees Attachment*). Full Payment is required when the rental space is reserved and application submitted. Payment is made by check, payable to *The Town of Dennis*.
4. For Building space to be reserved - Each Rental Application MUST be returned to: Assistant Town Administrator, Town of Dennis, P.O. Box 2060, South Dennis and include:
 - Completed Application Form
 - Completed Lessee's Indemnification Form
 - Check made payable to *Town of Dennis* for full Payment.
5. Keys and Additional Fees:
 - Keys: The renter is responsible for picking up a key during the workweek: Mon – Fri, 9:00 AM – 4:00 PM. Keys for either Carleton Hall or WDGS should be picked up at Town Hall. For the Senior Center, keys are to be picked up at the Dennis Senior Center, COA Office.
 - Fees: There is a \$25 key deposit. **The key must be returned within three work days of use of hall or your \$25.00 will be deposited.**

For rental of the Senior Center, there will be an additional charge if the services of the custodian are necessary. For information on the cost for this service contact the Senior Center at (508) 385-5067.

Entertainment Fee: \$50 (For Profit); \$30 (Non-Profit)

\$50.00 Fee will be assessed to those who leave the buildings in a less than desirable condition, which requires the Town to do additional cleaning.
6. **NO ALCOHOLIC BEVERAGES ALLOWED IN TOWN BUILDINGS BY BUILDING RENTERS.**
7. Entertainment is permitted only with the approval of the Town Administrator. **NO EXCEPTIONS.** If entertainment is planned, please contact the Town Administrator's Office at (508) 760-6148 to submit an application for a One-day Entertainment License (*See License Board Application for One-Day Entertainment License Attachment*).
8. Nothing may be taken from the building.

**Renters eligible for Category 2 & 3 rates must provide a copy of their Non-Profit ID number.

9. Users are responsible for any damage caused during their use of the building, and will pay all charges for repair or replacement as billed by the Town of Dennis.
10. The entire building, including kitchen and its appliances, floors, and restrooms, must be left neat in appearance and clean in condition after each use. All utensils, equipment, and dishes used must be cleaned and returned to the proper storage cabinet after use. All rubbish and garbage must be removed from the building and properly disposed. A \$50.00 fee will be assessed to those who leave the buildings in a less than desirable condition.
11. No food is to be left anywhere overnight; this includes the refrigerator.
12. The Dennis Health Department must be notified seven days prior to the function when it is being catered. (*See Registration for Catering Attachment*), per Massachusetts General Law, Chapter 94, Section 305A and Chapter 111, Section 5.
13. Users may not affix any decorations on walls or ceilings. Also, to prevent potential fire, use of Crepe paper or candles is not allowed for decoration purposes.
14. It is the user's responsibility to set up chairs and tables if they are needed and to replace them in storage fashion when the function is over. Arrangements can be made for assistance (there is a cost for this service as a custodian will have to be paid) by contacting the Assistant Town Administrator's Office at 508-760-6147. Annual rentals are from July 1 through June 30th.
15. Only one (1) sign is allowed on the premises for each street frontage and may be displayed only during the time of the event/function. Such sign(s) shall be limited in size to twelve (12) sq. ft. (similar in size to a real estate For Sale sign). No sign may violate Sec. 12 (Prohibited signs) of the Dennis Sign Code (*See Section 12: Prohibited Signs Attachment*).
16. Category 1: For-profit Corporations and Dennis Resident who meet guidelines(see attached)
17. Category 2: Non-Profit with a tax identification number approved by the Secretary of State
18. Category 3: Community Groups such as Girl Scouts, Boy Scouts and AA – with no limit on members.
19. For further information contact: Assistant Town Administrator
Dennis Town Hall
P.O. Box 2060
South Dennis, MA 02660
(508) 760-6147

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**Town of Dennis
BUILDING RENTAL APPLICATION**

Name of Organization: _____

Non-Profit ID Number: _____ Provide Copy if applicable.

Does your Group Charge Dues/Fees: _____ Amount Charged: _____

Contact Person: _____ Home Phone: _____

Address: _____ Work Phone: _____

Briefly Describe your Organization: i.e. what is the general purpose and who are members, etc.:

Select the Building you wish to rent (Circle One): *Rates are listed on Municipal Building Rental Fees.*

Carleton Hall:
1006 Old Bass River Road, Dennis
Maximum Capacity # 250

Dennis Senior Center: (See COA Director)
1045 Route 134, South Dennis
Capacity varies with room rented

1867 W. D. Graded Schoolhouse:
67 School Street, West Dennis
Maximum Capacity # 99

DATE (S) REQUESTED:

One Time Use: Date _____ Time: From _____ to _____

Other: List on the back of this application Each Date Requested for Year; if you do not have a scheduled recurring weekly or monthly date.

I hereby acknowledge that I have received and reviewed the Rules and Regulations for the rental of Town Buildings and agree to abide by all conditions as stated therein, including the payment of assessments and charges as stipulated

Signature

Date

FOR OFFICIAL USE ONLY

CLASSIFICATION: Category 1 (For-Profit) (Dennis Residents/Employees) Category 2 (Non-Profit)
Category 3 (Community Groups- AA, Girl Scouts, Boy Scouts- etc.)

Fee Charge _____ Date Paid _____

Approved _____ Police Chief _____

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TOWN OF DENNIS
MUNICIPAL BUILDINGS
P.O. BOX 2060
485 MAIN STREET
SOUTH DENNIS, MA 02660

LESSEE'S INDEMNIFICATION

The lessee shall to the maximum extent permitted by law, indemnify and save harmless *Town of Dennis*, its officers, agents and employees from and against any an all damages, liabilities actions, suits proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with Lessee's lease or use of the *Town of Dennis* for any damage to its real or personal property that occurs in conjunction with the lease or use of Town property by lessee, unless the damage is caused by the *Town of Dennis's* gross negligence or willful misconduct.

Also, the lessee acknowledges that no alcoholic beverages are allowed in *Town of Dennis* buildings, that the signage requirements are adhered to and that the capacity not exceeds 99 at the West Dennis Graded School and 250 at Carleton Hall.

Signature

Name of Organization

Date

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Permit No: _____

Date: _____

**TOWN OF DENNIS
LICENSE BOARD
APPLICATION FOR ONE-DAY ENTERTAINMENT LICENSE**

The undersigned respectfully petitions for a one-day entertainment license as follows:

Name of organization:

Nonprofit: *Profit:*
Public: *Private:*

Name of Applicant:

Address
Phone:

Type of Entertainment: *Live* *Recorded:*

Number of Entertainers *Number of Instruments:*

Type of Instruments: *Number of Amplifiers:*

Vocal Music: *Number of Persons:*

Dancing by Patrons: *Type of Dancing:*

Floor Show: *Type:* *Number of Persons:*

Number of Patrons Expected

Location of Premises:

Date of Event: *Hours Desired:*

Note: Complete all questions. Requested information not given may be cause for revocation. The License Board/Agent may deny any request, or revoke any license, for reasons of public safety, public nuisance, noise or any past illegality on the premises.

.....
Signature of Applicant

LICENSE GRANTED/DENIED _____ **20** _____

BY: _____

Fee: For Profit \$50. Non Profit \$30.

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Prohibited signs:

Signs of the following types or locations or types closely related to them are specifically prohibited in all zones of the Town of Dennis.

- A. Billboards / Off-Premise Signs of a general or specific advertising nature are prohibited within the Town.
- B. Advertising signs of any kind as well as any direction, name or information attached to, painted upon or posted on trees, fences, stones, sidewalks, utility poles or curbs and signs of the sandwich Board type are prohibited within the Town.
- C. Signs of the exposed neon or other gas-filled tube type in all zones in the Town of Dennis are prohibited.
- D. Illuminated signs of the flashing or animated types as well as flashing or activated lights or beacons are prohibited.
- E. Awning signs with the exception of those made of textile or fabric material with lettering no larger than six (6) inches to be limited to the name of the establishment are prohibited.
- F. "Sold" signs, fifteen or more days after the consummation of the sale are prohibited.
- G. No sign, or any part thereof, shall be within the layout of a public way; no sign shall obstruct highway vision.
- H. Colors which are fluorescent, luminescent or day-glow type are prohibited.



**TOWN OF DENNIS
HEALTH DEPARTMENT
465 MAIN STREET, SOUTH DENNIS, MA 02660
(508)-760-6118**

*****Please Include a Copy of Certified Food Manager's Certificate with
Registration*****

REGISTRATION FOR CATERING

In accordance with the provisions of Chapter 94, Section 305A and Chapter 111, Section 5, of the Mass. General Laws.

Name of Caterer/Organization: _____

Business Address: _____

Business Phone #: _____

Person in Charge: _____

Location Where Meal Will Be Served: _____

Date: _____

Time: _____

Estimated Number of Meals to be Served: _____

MEAL TO BE PREPARED:

In commissary

On the premises

TYPE OF SERVICE:

CHINA

PAPER

PLASTIC

PROPOSED MENU:

****Renters eligible for Category 2 & 3 rates must provide a copy of their Non-Profit ID number.**

Guidelines for Approval of Category 1 at the Administrative Level

With Assistant Town Administrator's Approval:

All for profit vendors or Town of Dennis Residents/ Town of Dennis Employees who wish to use the hall for a function who meets the following criteria:

1. Meets and agrees to all the Town of Dennis Regulations requirements.
2. Event does not require a Police Detail according to Police Chief.
3. Event has not requested a waiver of the fee.
4. Does not exceed 50% building capacity (Carleton Hall 125- WDGS 50 participants).
5. Does not require an entertainment license.

With the Town Administrator's Approval:

1. Meets and agrees to all the Town of Dennis Regulations requirement
2. Event may require a Police Detail according to Police Chief
3. Event has requested a waiver of the fee.
4. Event may be greater than 50% building capacity.
5. Event may require an entertainment license.

If recommended by the Town Administrator all other category 1 requests will be placed on the Board of Selectmen's agenda for approval.

Draft: 1/28/09

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