APPLICATION FOR USE OF
MILANO SENIOR CENTER MEETING ROOMS
City of Melrose, Massachusetts

ROOM REQUESTED (Check one below)

<table>
<thead>
<tr>
<th>ROOM REQUESTED</th>
<th>Carriage House Lounge</th>
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<tbody>
<tr>
<td>Tierney Hall (Dining room)</td>
<td>Carriage House Lounge</td>
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<tr>
<td>2nd floor Classroom</td>
<td>Computer Lab</td>
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<tr>
<td>2nd floor Conference Room</td>
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<tr>
<td>2nd floor Art Room</td>
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Applicant (Organization)                         Today’s Date

Contact Name                                Day Phone

Mailing Address                              Evening Phone

Town, State, Zip code

Date(s) and Time(s) requested:

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By signing below I hereby agree to abide by all of the Policies and Conditions of Use for the above facility, and all of the laws and bylaws of the Commonwealth of Massachusetts and the City of Melrose.

Signed                                           Date

For Office Use Only

Approved by                              Date

Fee paid: Amount $__________ Date_________ Received by: __________

Notes:

Permission for:    Piano use    Solicitation of funds
Policies and Conditions of Use

- There will be a $30 charge for each 3 hours or part thereof, for use of meeting rooms (checks should be made payable to Melrose Council on Aging); There will be no charge for groups that are part of the Melrose City Government, or meetings that are run by the Commonwealth of Massachusetts or the government of the United States.

- Gatherings must end by 10:00 p.m., Monday through Thursday, and by 5:00 p.m. on Friday.

- The Senior Center’s Tierney Hall is available to rent on Fridays after 5:00 p.m. and on weekends. The rate is $250.00 for 3 hrs with the option to purchase an additional hour (Rate: $30) for setting up and/or an additional hour (Rate: $30) for cleaning up. (5hours = $310.00)

- Municipal government meetings will have a priority for the use of all meeting rooms.

- Under no circumstances are groups to present monetary or other gifts to individual staff members. Donations to the Council on Aging are always welcome.

- No political activity is permitted, except for duly recognized elected City political committees.

- No admission fee may be charged by any group using the meeting rooms, nor may any article or services be offered for sale, nor voluntary donations suggested without written permission in advance from the Council on Aging’s Executive Director;

- Facilities must be left neat and orderly, in the same condition and set up as they were found. Failure to do so will result in a loss of rental privileges for one year without a refund.

- City staff is not available to help with set up or clean-up of the rooms. That is the responsibility of the group using the facility.

- Reservations must be made in advance (allow time for set up and clean up when determining the time you reserve).

- Use of the piano by written permission only.

- Nothing may be attached to the walls in the meeting rooms.

- Damage to the facilities must be reported to the Executive Director promptly, and the group or individual using the facility may be charged for damage or wear and tear beyond what is reasonable;

- Light refreshments may be provided in all rooms except the Computer Lab. The sponsoring group is responsible for leaving the food area in a clean and orderly condition. The City cannot furnish equipment for serving food and drinks.

- Use of private offices and supplies is prohibited.

- No smoking, use of alcoholic beverages, or any act that is a violation of the Code of the City of Melrose, or State or Federal law is permitted.

- Outdoor smoking must be at least 25 feet from the building and smoking materials must be disposed of safely and properly.

- The individual or group using the meeting room indemnifies the City of Melrose for any action that may take place in the use of any meeting room or ancillary facility including lobbies, public areas, parking lots, or driveways. The City of Melrose will not be responsible for injury to persons or property while any group uses the building or grounds.

- Refunds will be granted if 14 days notice of cancellation is received. If an event is cancelled due to weather, a rain date may be scheduled with no additional cost.