

Federal Food Code States: No hot or cold foods prepared at a home are allowed to be served at the Community House during any functions with the exception of non-perishable items. Foods may be served if prepared by a licensed vendor. Examples: Caterers, Pizza and or Restaurants foods. Foods prepared in our kitchen (which is licensed) may be served. Food is not inspected by BOH.

Alcoholic Beverages: are not allowed at the Greenwood Center at any time.

Notice:

The Office of Campaign and Political Finance has deemed the Community House is not available for political fundraisers, as it does not comply with Section 14 of M.G.L. c. 55 which prohibits fundraising in any building or part thereof occupied for state, county or municipal purposes. Section 14 states, in relevant part, that "[n]o person shall in any building or part thereof occupied for state, county or municipal purposes demand, solicit or receive any payment or gift or other thing of value for any political purpose."

Recycling: Recycling is mandatory per the Town by-law. Trash and recycling bins will be set up next to each other. Please encourage event goers to recycle and assist collection accessibility.

Applicant Signature

Your Signature indicates you have been given, understand and accept the terms for rental and all conditions pertaining to rental.

Applicants Signature

Date

Return signed rental contract to the Parks and Recreation Office.

Your reservation is NOT confirmed until this contract is returned to the office with security deposit, if applicable, and you are issued a permit.

Longmeadow Parks and Recreation
231 Maple Road
Longmeadow, MA 01106

Phone: 413.565.4160
Fax: 413.565.4219
customerservice@lprd.net

Facility	Fee	x	Hours	=	Amount
Community Room	\$35	x	_____	=	_____
Classroom	\$35	x	_____	=	_____
Gymnasium	\$70	x	_____	=	_____
Non-Resident	\$ 10.00	x	_____	=	_____
					<input type="text"/>

Security Deposit					
Meeting Room	\$	30.00	_____	=	_____
Gymnasium	\$	110.00	_____	=	_____
Security Deposit:					<input type="text"/>

Cash or Check Made out to LPRD Appreciated. MasterCard, Visa, Discover and American Express also accepted.

For Office Use Only	Security Deposit	Cash: ___	CC: ___	Check: ___	Check # _____	Rec'd _____
	Rental Paid	Cash: ___	CC: ___	Check: ___	Check # _____	Rec'd _____
Approved by: _____				Date: _____		