

RULES FOR WELCH FIELD RECREATION BUILDING

APPLICANTS: PLEASE KEEP THIS FORM FOR YOUR REFERENCE WHEN UTILIZING THE BUILDING.

INSURANCE: A CERTIFICATE OF INSURANCE IS REQUIRED, NAMING THE VILLAGE OF WESTFIELD AS CERTIFICATE HOLDER. (Minimum \$300,000/occurrence).

EQUIPMENT: Equipment belonging to the Village of Westfield is not permitted to be used by renters of the facility.

NO SMOKE OR FOG MACHINES PERMITTED!!

TABLES & CHAIRS: We do not allow the chairs and tables to be taken from the building. **No sitting on the tables.**

ANY DAMAGES SHALL BE DIRECTLY CHARGEABLE TO THE USER.

KEY: Arrangements for the key to the building should be made with the Recreation Department Director.

VALUABLES: The Village of Westfield is not responsible for valuables left in the building.

LIGHTS: When leaving the building, be sure ALL the lights are turned off (including the restrooms).

ALCOHOLIC BEVERAGES: Private events may have host liquor liability which may be included within their homeowner's policy. A copy of that certificate of insurance must be provided to us in advance.

NO NAILS, TACKS, PINS OR TAPE SHALL BE ATTACHED TO THE WOODWORK OR WALLS.

The Welch Field Building provides space for many different activities and groups. Each one must share the responsibility for taking care of the facility. If there are any questions, or, if you notice any damages before you begin your function, (and/or any damage that might occur during your activity), please contact Andrew Webster, Recreation Director, at 753-6842 and leave a message on his voicemail, or please contact the Westfield Police Department at 326-3375.

CLEAN UP: Each group using the building is responsible for properly disposing of their litter (paper supplies, gum, candy wrappers, pop cans, etc.) PLEASE LEAVE THE BUILDING AS YOU FOUND IT (i.e. RETURN TABLES, CHAIRS TO THEIR STORAGE AREA, TURN HEAT BACK DOWN TO 60 DEGREES).

LOCK UP: Please check the doors to be sure they are pulled tightly shut and locked.

CANCELLATION: If for any reason your group should change their plans and not need the building at their reserved time, PLEASE contact the Recreation Dept. Office at 753-6842 as early as possible so that someone else might use that time period.

Thank you.