

# Application for use of The Pleasant Street Center Meeting Rooms Town of Reading, Massachusetts

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**Room Requested (please check one)**

- Arts & Crafts Room
  - Great Room
  - Lounge
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**Please fill out all information below:**

Applicant/Organization	Today's Date
Contact Name	Day Phone
Mailing Address	Evening Phone
Town, State, Zip code	Email

**Date(s) and Time(s) requested:**

Date	Begin	End	Date	Begin	End	Date	Begin	End

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 Town of Reading.

<b>Signature</b>	<b>Date</b>
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For Office Use Only		
Approved by _____	Date _____	
Fee paid: Amount \$ _____ Check # _____ Check Date _____		

# Conditions of Use

## Town Agencies and Reading Non-Profits

Town agencies and non-profit organizations that include or serve Reading residents may reserve the use of the Pleasant Street Center provided:

- Municipal government meetings have a priority for the use of all meeting rooms.
- There is a \$10 fee for the use of each room for up to four hours (There is no charge for groups that are part of the Town Government or meetings that are run by the Commonwealth of Massachusetts or the government of the United States)
- Meetings must be open to the public.
- Refunds will be granted if the event is canceled within 14 days' notice. If an event is canceled due to weather a rain date may be scheduled at no additional cost.
- Failure to show up or cancel an event can result in a loss of future use of the room.
- Meeting rooms are available for not-for-profit organizations only.
- No solicitation of funds is permitted or goods or services offered for sale
- The individual or group using the meeting room indemnifies the Town of Reading 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 Town of Reading will not be responsible for injury to persons or property while any group uses the building or grounds.

## Individual Responsibility:

- Each individual is responsible for the setup and breakdown of their event. This time must be factored into your event time.
- Applicants do not offer the sale of any goods or services.
- Damage to the facilities must be reported promptly, and the group or individual using the facility may be charged for damage or wear and tear beyond what is reasonable
- The individual or group using the meeting room indemnifies the Town of Reading 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 Town of Reading will not be responsible for injury to persons or property while any group uses the building or grounds.

## General Rules of Use

- The kitchen is only available for food setup, serving, and cleanup. Use of the stove/oven is prohibited.
- The refrigerator and freezer are not available for use.
- Meetings must end and be broken down by 10:00 p.m. Monday through Thursday.
- The facility is unavailable Friday after 5 PM until Monday at 5 PM.
- Advance permission is required for the use of the piano, projection screen, TV and DVD player.
- No political activity is permitted, except for duly recognized elected Town political committees; No admission fee may be charged by any group, nor any solicitation of funds be made, article or services offered for sale, nor voluntary donations suggested.
- Nothing may be attached to the walls in the meeting rooms.
- Facilities must be left neat and orderly, in the same condition as they were found; Failure to do so will result in a loss of future use of the room.
- No smoking, use of alcoholic beverages, or any act that is a violation of the Reading Bylaws, or State or Federal law is permitted.

**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 Town of Reading.**

Signature

Date

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