

Mattera Cabin Rental Request

1481 MAIN STREET, READING, MASSACHUSETTS

Applicant Information

Name of Applicant:	Today's Date:
Contact Name:	Day Time Phone:
Mailing Address:	Evening Phone:
Town, State and Zip Code:	Email Address:
Purpose for use:	
Number of people:	

Date(s) and Time(s) Requested: Include set-up and breakdown

Date	Begin	End

Date	Begin	End

Date	Begin	End

The field fees collected by Conservation Division go into a revolving account for the operation and improvements of Mattera Cabin. Please note, access codes to the building can be obtained by contacting the Conservation Department during normal Town Hall hours. Cancellations will be charge a \$10.00 fee, unless fee is credited for next event.

By signing below, I agree that I have read and understand the Mattera Cabin Use Policy and Protocol on pages 2 & 3.

Signature

Date

For Office Use Only			
Total Fee Paid	Date Paid	Approved By	Approval Date

Mattera Cabin Use Protocol

Accessing Cabin:

You must contact the Conservation Division for the lock box code. This should be done several days in advance . Town Hall is closed Friday through Sunday – so please plan head. There is a key box to the right of the front door, slide the black shield down and dial the code left to right. Now you are set for your event.!

Please note that the 2nd level loft is closed to non-staff.

Feel free to use the refrigerator (you may need to plug it in), sink, bathroom, cabinets etc. Tables and furniture may be moved around to help satisfy the needs of your event.

Upon your departure, please make sure you put everything back to its original location and remove everything you bring with you including the trash/recycling, cups, sugars, etc.

Things you should consider bringing to your event:

- Trash bags
- Paper Towels
- Paper/Plastic Goods

Closing the cabin:

- Make sure you clean-up and leave the cabin as you found it. There is a broom and mop under the staircase in the closet.
- Make sure you remove all the trash.
- Make sure all the windows and doors are closed and secured.

Mattera Cabin Do's & Don'ts

Do's:

- If it is dark outside, please make sure the outside lights are on while you are in the Cabin. Once your event is over, please turn off all lights.
- While in the Cabin, please keep doors unlocked. Once your event is over, please lock up.
- Thermostats can be adjusted for the comfort of users but must be reset to 55 degrees at the end of your event. The cabin may be empty for a significant time.
- Parking is not defined, please let your guests know where to park ahead of time. There is room for approximately 20 cars in the parking and driveway area.
- Please be considerate about noise levels. There are many residents close by. If your event includes music, please keep the volume moderate and keep the doors and windows shut. Also, please refrain from excessive noise in the parking lots – noise travels far in the quiet of the night.
- Your event must end by 9 PM.
- There are at least 5 chairs and 1 folding table available for your event. After your event ends, please clean them thoroughly and return them to their storage location.

Don'ts:

- Please do not bring any alcohol and or cigarettes into the cabin.
- Please do not use any type of open flames. This includes no candles or sparklers. Mattera Cabin does NOT have an internal fire safety sprinkler system.
- Please do not leave any trash behind. The cabin does not have trash bags, so please bring your own trash bags, bundle up your trash and take your trash bags with you. This includes removing any recycling you put into the recycling bin.
- The Loft Area is closed to the public. *It is not handicap accessible.*
- Do not use any adhesives, push pins, tacks or nails to attach decorations and/or signs on the walls or ceilings. If you wish to have decorations, please use specialty adhesive strips that do not damage surfaces and remember to remove the decorations and the adhesive strip's remnants when your event is over!