

ENT COMMUNITY HOUSE RULES

A. Reservations: You may reserve the Community House by calling 860-927-4627. The deposit fee must be paid at the time a reservation is made. No dates will be held without a deposit. Rent must be paid in full before keys are issued. Deposits will be returned after an inspection of the building and grounds immediately following your event, *and* you return any loaned Community House keys.

B. Trash Removal: Bring and use your garbage bags and note that it is the renter's responsibility to put all trash in the trash box behind the Community House. Leave no trash or boxes outside of the box and DO NOT use the church's dumpster at the other end of the parking lot.

C. Decorating: Each renter must use due care for the building while decorating for the event. All wall decorations must be attached to the pin board that is located 10 feet from the floor. Any and all decorations and the method used for securing must be entirely removed by the renter before any security deposit will be returned. No nails or duct tape may be used. Due to liability, no ladders will be provided.

D. Parking: You are restricted to the lower lot behind the Community House which is limited to about 30 cars. You may not park along the entrance driveway on the North side of the church. You may unload in front of the Community House but cannot park on the front lawn. Any damage to the lawn will result in the loss of your deposit.

E. Noise levels: Noise must be kept reasonable. The Community House is located between private homes and the Congregational Church. Please keep your guests close to the building. The Kent Children's Center playground and church grounds are restricted areas.

F. Alcoholic beverages: Must be kept inside the Community House. No alcohol is allowed outside.

G. Smoking: This is a non-smoking building. Extinguish cigarettes in the canisters provided which must be moved outside. Any litter to the lawn will result in the loss of your deposit.

H. Securing the Building: Please follow the clean up and building closing instructions posted in the entrance halls of the upper and lower levels.

I. Community House Hours:

Monday to Thursday: 8 AM to 11 PM

Friday & Saturday: 8 AM to 12 PM

Sunday: 12 noon to 11 PM