



Cotuit Fire District

Post Office Box 1475 Cotuit, Massachusetts 02635; freedomhallcotuit@gmail.com

Freedom Hall Rental Request and Agreement

RENTAL REQUEST

(Requesting group or person)

(Type of Activity)

(Number of
persons expected)

Fill out one line for each day of rental requested:

Date: ____/____/____ Start time: ____ AM/PM End time: ____ AM/PM
Month Day Year (Circle one) (Circle one)

Date: ____/____/____ Start time: ____ AM/PM End time: ____ AM/PM
Month Day Year (Circle one) (Circle one)

Date: ____/____/____ Start time: ____ AM/PM End time: ____ AM/PM
Month Day Year (Circle one) (Circle one)

AGREEMENT FOR THE USE OF FREEDOM HALL

By signing below, you accept responsibility for the following procedures and liabilities.

1. Freedom Hall is a historic building and must be treated with respect.
2. The cleanliness and condition of the space used is the responsibility of the requesting party. No tape, thumb tacks, or any adhesive shall be used to attach objects to the walls, doors, or windows. When the event has ended:
 - Chairs and/or tables must be returned in the same condition and location as they were at the time they were borrowed.
 - Floors must be swept. (A dry mop/broom is available.)
 - All trash should be removed from the property.
3. Do not attempt to open windows or leave exterior doors open—the AC/heat may be adjusted as needed.
4. Smoking and/or drugs are not allowed in the Hall or outside premises at any time.
5. For events with more than 50 people (not to exceed 150) and/or if alcohol is being served: *Liability Insurance is needed and may be obtained through an insurance agency.*
6. Upon leaving the Hall, please ensure that:
 - All lights are turned off.
 - All exterior doors are locked, including the two side doors.
 - Any items brought into the hall have been removed.
7. To the extent allowed by law, the user agrees to indemnify and defend the Cotuit Fire District, its agents and employees against, and hold it harmless from, any and all suits, demands, loss or liability, on account of or in connection with any injury, loss or damage to any persons or property resulting or claiming to have resulted from the use of the leased premises (Freedom Hall, 976 Main Street, Cotuit) by User, its servants, agents, employees, or visitors (including, and without any implied limitation, both the areas inside and outside thereof) resulting or claimed to have resulted from User's use, omission, fault, negligence, or other misconduct.

8. Cost: The cost to rent out Freedom Hall is as follows:

- Deposit: A \$350 security deposit is required. It will be refunded after Freedom Hall has been inspected and compliance with listed requirements has been approved.
- Rental Fee: \$50/day for Cotuit residents. \$100/day for non-residents.

Once your Rental Request has been approved and scheduled, you will be sent an email with a link to our online payment center. If you prefer to pay by check, make the check payable to Cotuit Fire District, and mail it to Cotuit Fire District, Attn: Freedom Hall, PO Box 1475, Cotuit, MA 02635.

I, _____ agree to the above procedures concerning the use of Freedom Hall.
(Your name)

(Address) (Email) (Phone number)

(Alternate contact) (Alternate's phone number)

(Signature) (Date)

*After filling out your form,
please email a copy of it to
freedomhallcotuit@gmail.com*

_____ (The space below is for use by the Cotuit Fire District.) _____

The above request for the use of Freedom Hall has been _____ Approved/Disapproved.

Certificate of Liability Insurance Required? Yes No

Key given? Yes/No Key returned? Yes/No

Date deposit returned: _____

If deposit was not returned, state reason:

Prudential Committee Member: _____

COTUIT FIRE DISTRICT POLICY FOR USE OF FREEDOM HALL OR EQUIPMENT: the Prudential Committee of the Cotuit Fire District is responsible for the operation and maintenance of Freedom Hall. Freedom Hall may be used by non-profit groups or organizations or individuals associated with the village of Cotuit. Non-profit groups or individuals associated with Cotuit may borrow tables and/or chairs for a single activity. Such groups or individuals must complete an application for the use of Freedom Hall or to borrow tables and/or chairs. Non-profit groups, in their application for use of Freedom Hall or equipment, shall include a copy of the 501(c)3 certificate issued by the Internal Revenue Service (may be waived at the discretion of the Prudential Committee). A member of the Prudential Committee must approve the application. The Prudential Committee reserves the right to deny the use of Freedom Hall when in its opinion, it would not be in the best interest of the Cotuit Fire District.

ver. 2-27-2023