

CONCORDIA NEIGHBORHOOD ASSOCIATION COMMUNITY ROOM USE AGREEMENT

All groups are responsible for own setup and cleanup. Room shall be left in condition consistent with the checklist provided. Any problems with room shall be reported to Sonia Fornoni, Community Room Manager, cnaroomkennedy@gmail.com

The room is all self set/clean up including removal of all trash. You can bring in your own food but no outside catering companies are allowed.

NO food may be delivered to the Community Room (i.e.; pizza). You can also order food through Kennedy School restaurants.

Any alcohol MUST be purchased from Kennedy School. Know that if you do buy food/beverage from Kennedy School their staff does NOT bus the room. You must bus the dishes to the nearest restaurant or bar as part of your cleanup duties.

You are 100% responsible for room clean up, including trash removal, so please bring proper supplies. Also note, the time you book should include setup and breakdown of your event.

The maximum capacity of the room is 50 people.

I agree to be responsible for the conduct of the audience/group in and about the community room for any damage beyond ordinary wear and tear which may occur to this property incident to my occupancy thereof. I further agree that the Community Room will be used in accordance with this agreement. I shall be responsible for any and all liability arising from the use of the Community Room and hold the Concordia Neighborhood Association, its officers, agents, and employees harmless from any action arising from my occupancy I understand that the Concordia Neighborhood Association reserves the right to cancel this permit for urgent reason. I agree to give 48 hours notice should I need to cancel use of the room. If less than 48 hours notice is given, I am responsible for all fees. I have also read and agree to the information regarding cleaning of the room.