

MEMEBERS REQUEST TO RENT THE PIA BUILDING
AND AGREEMENT - 2018

The rental of the PIA Building is subject to the following terms and conditions. Renter must be a current member of the PIA. Island nonprofits are exempt from paying a membership fee. By signing this Agreement, the Individual or Organization renting the Building (hereinafter “you”) agrees that:

- (1) The rental fee for the main hall and adjacent grounds is \$100.00 (One Hundred Dollars) per calendar day. A deposit of \$100.00 (One Hundred Dollars) must be submitted with this signed form in order to hold your reservation. The balance of \$100.00 (One Hundred Dollars) per day of rental must be received by the PIA at least 60 (sixty) days before the date of your event. If it is not received, your reservation may be cancelled at the sole discretion of the PIA.
- (2) If you will be using the kitchen area of the PIA building for food storage, serving and/or food preparation, an additional fee of \$125.00 (One Hundred Twenty Five Dollars) will be assessed for each calendar day for which you wish to use the kitchen. If you are charging people for the food prepared and distributed out of the PIA Kitchen there must be a certified food safety manager on site along with their certification documents. [Please note that the main hall and the kitchen area cannot be rented out to two different individuals or groups for the same date.] This fee and a copy of the certification document (if it applies) must be received by the PIA at least 60 (sixty) days before the date of your first anticipated use of the kitchen. If outside grills are brought on the property they must also have fire extinguishers with them. Grills cannot be operated closer than six feet to the building.
- (3) If you wish to have the lawn surrounding the PIA building mowed within 3 (three) days of your event, an additional fee of \$60.00 (Sixty Dollars) will be charged. [Please note that the lawn is mowed approximately every two weeks, depending on the weather. This fee must be received by the PIA at least 60 (sixty) days before the date on which you wish to have the lawn mowed.
- (4) The \$100.00 (One Hundred Dollars) deposit fee for the kitchen, main hall and adjacent property will be refunded to you if there is no damage to the Building, equipment or its property and if the PIA representative who conducts the post-event inspection confirms that there has been no damage and no violation of any of the provisions of this Agreement.
- (5) You will be responsible for all damage and breakage and will be charged accordingly. In addition, you are responsible to ensure that all participants at your event comply with all of the rules stated herein. Failure to do so may result in the withholding of your deposit, additional charges and/or the cancellation of your event.

- (6) No intoxicating liquor shall be permitted to be sold or given away for consumption on any real estate owned by the Association. (PIA Bylaws #4)
- (7) If you cancel your event 60 (sixty) days prior to the date of your event, you will receive a full refund of all monies paid by you. If you cancel your event less than 60 (sixty) days prior to the date of your event, you will receive a refund of all monies paid by you, less \$100.00.
- (8) You agree to make arrangements in advance to pick up the key for the PIA building from the Event Coordinator, Terri Lima, by telephoning her at (401) 835-2642 or (401) 624-9535
- (9) You will be responsible for providing all of your own papers goods (including plates, cups, napkins, and paper towels for kitchen use), dishwashing liquids, sponges, Portsmouth DPW trash bags and any other items that will be needed for your event. The PIA will provide only paper towels and toilet tissue for the bathrooms.
- (10) You agree not to drag the tables along the floor. All tables must be lifted and carried to the place where needed. White tables are to be used ***inside and on the cement apron outside only***. Green tables can be used outside on the lawn.
- (11) You may not drive any vehicles on the basketball court located behind the PIA. You may not drive any vehicles up to the back door of the building due to the pipes in the ground. Driving on these prohibited areas may result in severe damage for which you will be held responsible. Vehicles may be unloaded **ONLY** at the garage door of the PIA building, located on the south end of the building.
- (12) You agree not to put any tape, staples, nails or glue on the walls in the PIA building and to use the provided cork boards.
- (13) You agree to use water saving measures; including avoiding excessive water use in the kitchen and ensuring that toilets do not run, to minimize your water consumption during the term of your lease.
- (14) You agree to thoroughly clean and sweep the PIA building immediately after the event is concluded. All trash must be bagged in Portsmouth DPW bags provided by you, removed from the PIA building and brought to the transfer station. Do not leave any trash inside or outside of the PIA building. If you do so, you will be subject to an immediate additional charge for refuse removal.
- (15) You agree all tables must be wiped clean, folded, and stored on table storage carts and returned to their designated areas. White table storage carts should be placed along the west wall. Green tables need to be broken down and placed in the storage room against the north wall.

(16) You agree all chairs must be wiped clean, stacked and placed against the north wall between the storage room and the handicap bathroom door.

(17) You agree to shut and lock all windows and to lock all doors when you leave the building for the final time.

(18) You agree to have a representative of the PIA conduct a post-event inspection after you have cleaned the building. Any damage or destruction must be reported to the PIA representative at this time. You must return the building key to the PIA representative.

(19) You agree to indemnify and hold harmless the PIA, its officers, directors and agents and the PIA building (collectively, "the PIA") from all costs, losses, damages, liabilities, expenses, penalties and fines whatsoever that may arise from or be claimed against the PIA by any person or persons for any injury to person or property or damage of whatever kind or character arising from the use of occupancy of the PIA building and its surrounding premises by you; from any neglect or fault of you or your agents in using and occupying the premises; or from any failure of the PIA to comply and conform with all laws, statutes, ordinances, and regulations of any governmental body or subdivision now or hereafter in force. If lawsuit or proceeding shall be brought against the PIA on account of any alleged violations or failure to comply or conform or on account of any damage, omission, neglect or use of the premises by you or your agents, or any other person in the premises you agree that you and any other person on the premises will defend it, pay whatever judgments may be recovered against the PIA or against the premises on account of it, and pay for all attorneys' fees in connection with it, including attorneys' fees on appeal.

(20) Additional Terms and Conditions: THE PIA RESERVES THE RIGHT TO IMPOSE ADDITIONAL TERMS AND CONDITIONS ON YOUR RENTAL OF THE PIA HALL, including but not limited to the provision, at your expense, of one or more port-a-johns for events that expect to host more than 100 people or is longer than 6 hours. You hereby agree to the following additional terms and conditions:

PLEASE return this Agreement with, ***all of the information requested filled out*** and at a minimum, your check for \$100.00 payable to the PIA with a self-addressed, stamped envelope to: PIA Event Coordinator,
Terri Lima, PIA, PO Box 111, Prudence Island, RI 02872.

Please note that the balance due must be received by the PIA, c/o Terri Lima at least 60 days in advance of your event. If not, your reservation will be cancelled. A copy of this form, signed by the PIA event coordinator, will be returned to you, along with the post event walk through sheet and will serve as your confirmation for your event.

PLEASE PRINT:

Name of Individual/Organization: _____

Organization contact person: _____, Phone # _____

Name/Type of Event: _____

Date of Event: _____ Setup Date/Time: _____

Duration of Event: _____ AM/PM

Estimated # of people attending your event: _____. # of event workers: _____.

Date/Time of Post- Event Inspection: _____

Fees for rental:

Building Main Hall & Property [@\$100.00/per calendar day] \$ _____

Damage Deposit [@\$100.00/event] \$ _____

Building Kitchen [@\$125.00/per calendar day] \$ _____

Use of Commercial Refrigerator (@\$25.00/per calendar day,
before or after the event) \$ _____

TOTAL RENTAL FEE \$ _____

TOTAL PAID AT TIME OF DEPOSIT \$ _____

BALANCE DUE \$ _____

Food Safety Manager name _____ & Certification # _____

Request use of PIA's PA system ___ _ yes ___ _ no

[No charge to you, but you assume responsibility for the system and will be charged for any damage or loss of microphone incurred to it during the duration of your rental.

You should have 9 volt batteries in case the provided ones go dead.

Signed on this date: _____

By: _____

Print Name: _____

On Island Address/Telephone: _____

Off Island Address/Telephone: _____

E-mail address: _____

