



THE FOOD BANK OF WESTERN MASSACHUSETTS, INC.

97 North Hatfield Road | PO Box 160
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 www.foodbankwma.org

"Feeding our neighbors in need and leading the community to end hunger"

BUILDING USE CONTRACT

The following is to confirm fees and policies for use of space at The Food Bank of Western Massachusetts. Please read the contract, verify the information, sign and date it, return the original, and keep a copy for your records.

Date: _____

The following is a Building Use Contract between The Food Bank of Western Massachusetts ("Food Bank") and _____ ("Agency/Organization").

Contact Name: _____
 Agency/Organization Address: _____ Website: _____
 Phone: _____ Cell: _____ Fax: _____ Email: _____

Requested Date: _____

Nature of the event: _____

Number of people estimated*: _____

** Community Room capacity is 60 people. The Food Bank is able to provide 60 chairs.*

Request Time and Use (please mark with an X):

	From	To
Community Room		
Kitchen*		
Television*		
LCD Projector and Screen*		

** Requires an orientation prior to use of the space/equipment*

Use Fees

Insurance Coverage Waiver (\$50)	
	Sub-Total: _____
\$50 Refundable equipment/kitchen deposit requested for each of the following:	
Kitchen	
Television	
LCD Projector and Screen	
	Equipment/Kitchen Sub-Total: _____
Total Fees (please make checks payable to The Food Bank of Western Massachusetts): _____	
<p>Please note: full payment of the equipment/kitchen deposits must be made two weeks prior to the rental date(s). Deposits will not be refunded in the event the organization cancels with less than 48 hours notice to The Food Bank.</p>	

Agency/Organization insurance certificate naming The Food Bank as *additionally insured* attached? **Yes** Please note: Contact your insurance company immediately upon receiving this contract. The Food Bank must have a copy of the above certificate at least two weeks prior to the event. The Certificate of Insurance should show that you have: **General Liability \$1,000,000; CSL and Workers Compensation \$100,000/500,000/100,000.**

Agreed upon Food Bank welcome and facility tour*:

	From	To
Welcome (approx. ____ minutes)		
Tour (approx. ____ minutes)		

* The Food Bank requests that a member of our staff welcome guests to The Food Bank, speak very briefly about the work of our programs, and invite all guests to tour our facility.

Prohibitions:

1. Smoking is not allowed in the building.
2. Alcoholic beverages and illegal substances are prohibited in the building and on the grounds.
3. Beverages and food are not allowed outside the bounds of the Community Room and Kitchen.
4. Due to physical safety concerns, no one is permitted in the warehouse unless accompanied by a Food Bank staff person.

Use and Maintenance Conditions:

1. The facilities and equipment are to be used *only* during the agreed upon time/date.
2. Only the room(s) and equipment reserved are to be used.
3. The Agency/Organization agrees to abide by the attached Emergency Protocol listed, which is posted in the Community Room.
4. The Agency/Organization agrees to abide by the attached Kitchen Use Protocol, which is posted in the kitchen.
5. Please do not move any objects/furniture other than tables and chairs.
6. Return the room to its original condition.
7. Dispose of trash and recycling in receptacles provided by The Food Bank.
8. Provide your own supplies if you are serving food/beverages.
9. A phone at the reception desk is available for local calls.
10. We encourage you and your guests to carpool as parking is limited and The Food Bank is committed to encouraging environmentally-sound policies and actions.

Responsibilities:

1. The Agency/Organization agrees to be responsible for compliance with Building Use Contract.
2. The Agency/Organization agrees to pay restitution for any damage to or loss of Food Bank property.
3. The Agency/Organization agrees to release The Food Bank from any liability for accidents and/or actions resulting in physical harm to persons and/or damage to property.
4. The Food Bank is not responsible for articles left in the building before or after the event.
5. The Agency/Organization agrees to report any difficulties, complaints and/or damage to The Food Bank reception immediately upon detection.

Welcoming Policy:

The Food Bank of Western Massachusetts feeds our neighbors in need and leads the community to end hunger. We consider candidates for employment, volunteers and consumers of our services without regard to age, color, creed, gender, gender identity, marital status, mental ability, national origin, physical ability, political or union affiliation, race, religion, military service or sexual orientation. We reserve the right to refuse to rent based on our availability/capacity. We also reserve the right to refuse to rent and/or cancel agreements with Agencies/Organizations whose mission/vision/operating principles are not in concert with those of The Food Bank.

On behalf of _____ (Agency/Organization), I have read and understand the above policies.

*Agency/Organization
Representative*

Date

*Andrew Morehouse,
Executive Director*

Date