



Room Rental Rules & Regulations

At the Newtown Community Center, we're committed to providing a safe, welcoming, and well-maintained space for your event. Please review and follow the rules below to ensure a smooth experience for you, your guests, and our facility.

General Rules & Regulations

- **Supervision:** Children must have appropriate adult supervision at all times
- **Laws & Regulations:** All local, state, and federal laws must be followed
- **Smoking:** Smoking is strictly prohibited inside the building

Safety & Facility Regulations

- Capacity limits set by the Fire Marshal will be strictly enforced
- Do NOT block fire exits with decorations, tables, chairs, or other items
- Propane gas or grills are strictly prohibited inside the building
- No pets or animals are allowed inside, except for service animals
- No cleats or sneaker "wheelies" (*rollerblade sneakers*) are allowed in the building
- Patio doors must remain closed and cannot be left ajar
- Tables and chairs must not block doorways, entrances, or exits
- No vehicles are allowed on the patio. Equipment must be unloaded through the front or East Wing door

Setup, Decorations & Cleanup

- All setup, decorating, and cleanup must be completed within the renter's scheduled rental hours
- Only painter's tape or mounting clay (*putty*) may be used on building surfaces
- Scotch tape, duct tape, thumbtacks, or nails are strictly prohibited
- Decorations cannot be attached to ceilings unless pre-approved by the Event Coordinator and installed by an insured professional
- Open flames are not allowed
- Candles must be enclosed in a glass holder and only be lit by someone 18 or older
- Balloons are allowed in public areas but must be removed after the event
- Confetti and glitter are prohibited
- All decorations must be fully removed at the end of the event
- Tape may not be used to secure cords for sound systems, amplifiers, or other equipment

Alcohol & Beverage Policies

- Alcohol service is only permitted in the Multi-Purpose Rooms and must end no later than 11:00 pm (*State law requires alcohol service to stop one hour before the event ends*)
- Alcohol consumption is not allowed in the parking lot or any undesignated areas
- No keg beer or kegs are allowed

Facility Equipment & Access

- The Multi-Purpose Room sound system and microphone are available only when renting the entire space and must be returned to the front desk after the event
- Locker rooms and changing areas are not included in private rentals
- The applicant must be present for the entire duration of the event.
- A room floor plan layout must be submitted and approved at least one week before the event

Insurance Requirements

- A Certificate of Insurance (COI) must be submitted 30 days before the event (*for qualifying events*)
- If serving food to the public, the caterer must be approved by the Newtown Health District
- If serving alcohol to the public, the caterer must be approved by the CT Department of Consumer Protection

Payment Requirements

- A 25% deposit is required to secure your date
- Final balance is due one week before your event
- If booking less than one week in advance, the full balance is due at the time of booking, and room setup is not guaranteed
- A credit card must be kept on file for all rentals
- Check or credit card payments are accepted. No cash payments
- If paying by credit card, you must complete a Credit Card Authorization Form
- Checks should be made payable to: The Newtown Community Center