

Event Renters Responsibilities for Use and Maintenance of Hastings House (“FPCA”) Facilities

All areas of the first floor will be in broom clean, presentable and functional condition at the start of the user’s event.

All users of Hastings House facilities, whether renting, or enjoying the house as a courtesy to other Beverly Farms/Prides organizations, are expected/required to observe the following conditions:

1. Decorations/Posters/Photographs
 - a. Users will not make any penetrations in walls or woodwork or affix decorations to any plaster walls.
 - b. Please hang any decorations, posters or photographs from the picture rails in the living room or the eye hooks and picture rails in the hall.
 - c. No nails, no tacks, no screws and no glue are to be used.
 - d. If you must use tape, use only “painters’ tape” which is readily removed.
 - e. Do not use scotch tape or duct tape anywhere (walls, woodwork, floors or ceilings).
2. Moving furniture or equipment
 - a. Do not slide, push or drag any furniture or equipment across the floors (wood or vinyl).
 - b. If you need help moving anything, we have dollies and lifting straps available.
3. Fire hazards
 - a. No smoking anywhere within the building.
 - b. No propane tanks of any size are permitted in the building at any time.
 - c. Chafing dish or food tray heaters, if any, must have a metal tray underneath each, and each must have a lid that is capable of extinguishing the flame.
4. Balloons
 - a. No untethered balloons are allowed in the building; all balloons must be removed at the end of the event.
 - b. Any tanks used for inflating balloons must be removed by the renter at the end of the event. We do not want or use them for future events. They come with instructions for you to safely dispose of them at home.
5. Cleanup
 - a. Users are required to return the entire first floor space, indoors and out, to the original broom clean, presentable and functional status, before departing the premises on the day of the rental, including, but not limited to these items:
 - i. Spills:
 1. Clean up all spills using the wet mop and bucket provided at the rear entrance. Use mop and wringer to dry sufficiently for safety.
 - ii. Decorations and furniture:
 1. Carefully remove all event decorations and hanging materials from all rooms.
 2. Return chairs and tables to their standard configuration in the Library, foyer and the “Edie Estes Room” (living room).
 3. Return all folding chairs upright into storage carts; return chair carts and folding tables to storage room.
 - iii. Returnables and recyclables:

1. Either take returnable bottles and cans with you, or leave them in the marked containers in the driveway outside the kitchen.
 2. Insofar as reasonably possible, separate non-carbonated water and drink bottles, and clean plastic cups into marked recyclables containers located outside the kitchen, in the driveway.
 3. Cardboard:
 - a. We have a separate 60-gallon, covered recycle container for cardboard and paper waste, located to the right of the dumpster, in the driveway.
 - b. Break down all cardboard (including pizza boxes without the paper, beverage cases, food and supplies boxes) so that it lies flat in the container. There may well be an event after yours, and the space is needed.
- iv. Trash and litter:
1. Empty all waste baskets and trash containers, from event rooms, kitchen and bathrooms, into trash bags, which must be securely tied and placed into the dumpster outside the kitchen before leaving on the day of the event. No trash is to be put into barrels without liners, and no loose trash is to be put in the dumpster.
 2. Remove litter from all rooms, bathrooms, porch, lawn and walkways, and dispose of, securely bagged and tied, into the dumpster.
- v. Kitchen:
1. Leave the sink and kitchen counters clean, with counter surfaces dried, and utensils returned to the appropriate labelled drawers.
 2. Be sure that the refrigerators are closed, the stove and oven turned off, any/all coffee pots and warming devices unplugged and removed, and the water turned off.
 3. All extra supplies, including user- or caterer-supplied utensils, dishes, platters, etc. are to be removed from the kitchen counters and tables (thanks anyway; they pile up and never match!)
- vi. Food, drinks, food waste:
1. Food waste must be removed from the premises and disposed of at home. We do not have a disposal, and food waste (including pizza remnants) is not to be put in the dumpster, or in barrels (it attracts animals).
 2. All excess food and drinks are to be removed from the refrigerators and the building, whether open or packaged. Do not leave food, drinks, condiments, etc. for future users, even if unopened; everyone plans their own requirements and cannot rely on leftovers.
 3. If you do have substantial leftovers of unopened or fresh, covered foods, we recommend that you bring them the River House shelter, during daytime or early evening hours for drop-off (978-921-1304) at 56 River Street (below the Beverly Depot). They are always staffed with a counselor; you will have shelter help bringing in your donations, and they are most appreciative.

vii. Building:

1. Close all windows and doors.
2. Turn off lights in all but the front entryway.
3. Close all windows and doors; be sure doors are locked.
4. Turn off lights in all but the front entryway.