



141 Bassett Lane, Hyannis MA 02601 ~ 508.790.6345 ~ www.town.barnstable.ma.us/hycc

Application for Hyannis Youth Community Center Room Rental

Please complete both sides of this application and email it to: recweb@town.barnstable.ma.us or return it to the HYCC reception window at 141 Bassett Lane, Hyannis MA.

Monday thru Friday 8:30am-4:30pm
 141 Bassett Ln. Hyannis or fax to 508-790-6279
 We strongly suggest providing alternate dates / times.

Requests are held and are not guaranteed without full payment, submission of application does not guarantee reservation.

Facilities Available for Rent:

(Shepley Community Room) Hyannis Youth Community Center – 141 Bassett Lane, Hyannis

Not-For-Profit Rate: \$30/hour (60 minutes)

*****Must show proof of current registered not-for-profit status*****

All Others (Individuals and for-profit groups): \$40/hour (60 minutes)

First Choice : _____

Second Choice : _____

Room Selection: _____

Room Selection : _____

Day / Day(s) : _____

Day / Day(s) : _____

Start Date : _____

Start Date : _____

End Date : _____

End Date : _____

Start Time : _____

Start Time : _____

End Time : _____

End Time : _____

Purpose of Room Rental: _____

Head Count: _____

Admission to be charged: Yes / No

Accepting Donations: Yes / No

Does your group carry liability insurance? Yes / No

If Yes, please provide copy of documentation.

Is Your group officially organized as a non-profit: If yes, please provide copy Yes / No

Contact Person:	_____
Address:	_____
Daytime Phone #	_____
Cell Phone #	_____
Email Address	_____

Application Process:

1. Parties are booked on a first come, first served basis.
2. If you don't already have an account with Barnstable Recreation, please create one at: <https://www.town.barnstable.ma.us/departments/Recreation> (Click on the WebTrac Icon)
3. Once created, please complete all sections of this application and email to: recweb@town.barnstable.ma.us or return to: HYCC, 141 Bassett Lane, Hyannis, MA 02601
4. Once received, your application will be processed, and an email confirmation sent from: townofbarnstable@retrac.com.
5. The Town of Barnstable encourages all groups utilizing the HYCC to work with our food service provider, The Little Sandwich Shop Café @ the REC, for all your food and beverage needs. The Little Sandwich Shop Café @ the REC 508-771-3932
6. You have **7 days** from receipt of the confirmation to submit full payment. Payments can be made by logging into your WebTrac account, or by check payable to: The Town of Barnstable. **Failure to make the full payment will result in the cancellation of your reservation. Payment will only be refunded if HYCC staff cancel your reservation.**

Rental Information:

Room Set-Up: The Shepley Room is set with six 8ft. tables and 24 chairs. There is one extra 8ft. table along the wall for cake, presents, etc.

Timing: The room is not available before or after the listed times. If you would like time to set-up/decorate prior to your arrival time, please let us know. Additional time, if available, is charged at \$40.00 per hour room fee.

ASSUMPTION OF RISK & RELEASE CLAUSES

Permitted party and all associated users that access the HYCC as either a spectator or guest of above-mentioned party under this agreement assume all risk and dangers incidental to such intended use. These risks and dangers include but are not limited to the danger of being injured while accessing the facility.

By accepting and signing this Permit Application, the Licensee hereby waives, releases, and discharges the Hyannis Youth & Community Center, the Town of Barnstable Community Services Department, its agents, employees, and the Town of Barnstable for any losses, damages, costs, expenses, causes of action, and claims wthey may have arising out of the use of the licensed area pursuant to this Agreement or otherwise.

These provisions shall survive the expiration or early termination of this Agreement.

Licensee's Signature: _____ **Date:** _____

Managers Approval: _____ **Date:** _____