

# *Lancaster Community Center Policies and Procedures*



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### Hours of Operation

The LCC will be open daily, with hours of operation as follows:

- Monday-Friday, 8:00 AM to 9:00 PM
- Saturday-Sunday, 9:00 AM to 9:00 PM
- Hours are subject to change, and may be altered by previous special arrangement.

A Facility Coordinator will be responsible for the daily opening and closing of the facility.

### Scheduling and Contact Information

All reservations for the public meeting rooms and gym will be coordinated through the Facility Coordinator. Contact information is as follows:

LCC Community Center Director  
695 Main Street Suite 7  
Lancaster MA 01523

- (O) 978-733-1249  
(F) emergency only 978 870 0926

[lancastercommunitycenter@gmail.com](mailto:lancastercommunitycenter@gmail.com) or [aturner@lancasterma.net](mailto:aturner@lancasterma.net)

### Request Procedure

- A. The Facility Director will be the primary authority for making all room reservations. Reservations will be confirmed and placed on the calendar pending approval after receipt of a completed and signed registration form and a non-refundable deposit (if required). Full payment of any fee is due upon approval of the request for use of the Lancaster Community Center.
- B. The Facility Director will accept reservations for events first come first serve, to be processed only when complete.
- C. Cancellation of a reservation must be reported 72 hours in advance. Refunds in excess of the nonrefundable deposit will be made only with this advance notice. Failure to cancel or to appear for a reservation may result in forfeiture of room use privileges. *If a group or individual owes money for a prior use, then no further reservations will be made until all past bills have been paid.*
- D. Groups and individuals wishing to reserve the Lancaster Community Center may be required at the discretion of the Lancaster Community Center Director to hire additional security for scheduled events. Any requirements will be stipulated at the time of confirmation of reservation. Proof of satisfactory provision of required security will be necessary before users of the Lancaster Community Center will be allowed to use the facilities. Failure to provide

required security will be regarded as a late cancellation and will lead to all applicable charges for the reservation.

- E. For rescheduling, the sponsoring organization is responsible for contacting the Facility Director on the next day of operation. If a satisfactory time is not available, all fees, except the non-refundable deposit, will be refunded.

#### User Fees and Rent

Refer to Addendum B for the User Fee Schedule.

Each user shall complete a reservation form and submit it to the Facility Coordinator. The user shall be responsible for the timely payment of the user fee or rental fee that is assigned. Payment must be received at least fourteen (14) days prior to the reservation date. The check should be made payable to the Town of Lancaster.

#### Liability and Insurance

Special liability insurance may be required for an event, or rental. The determination of whether an event requires insurance shall be decided by the LCC Director. (See F in Conditions)

#### Release and Indemnification

The Town of Lancaster requires users to sign a release including indemnification language. Additionally, the Town requires users wishing to use the Lancaster Community Center to provide proof of liability insurance.

See the LCC User Agreement (Addendum C) for the release and indemnification form.

#### Conditions for Use

- A. When reserving the Lancaster Community Center, the user should specify the number of individuals expected and cannot exceed the maximum capacity stated by law. The total capacity of the Community Center is 350.

Chairs and tables are provided in the meeting rooms. The user will be responsible for returning the room to its pre-event condition. Furniture from elsewhere in the building may not be used. Chairs and table arrangements may be customized by prior arrangement, otherwise the rooms are rented 'as is'.

- B. All event and post-event cleanup must be completed within the time specified on the reservation form.
- C. Users serving food and beverages are responsible for providing food and beverages and for all clean up. If cleanup is not performed to the satisfaction of the Lancaster Community Center Board of Directors, users may be charged for the cost of professional cleaning. The use of alcohol is prohibited in the Lancaster Community Center.

- D. Smoking is prohibited in the Lancaster Community Center as required by state law. No open flames are permitted in the Lancaster Community Center, per Fire Department regulations.
- E. It is recommended that musical performances, and some sporting events, or other events that might disrupt normal operations and programs should be scheduled for hours when Town offices are not in operation and when appropriate Town staffing is available.
- F. Users are fully responsible for the actions of the participants, both active participants and the audience, in any program on the property. The Town of Lancaster requires users to sign a release including indemnification language. Additionally, the Town reserves the right to require users wishing to use the Lancaster Community Center to provide proof of liability insurance.
- G. Space may be refused to individuals or organizations that have previously failed to comply with stated conditions for use. This includes, but is not limited to, failure to allow staff to follow normal closing procedures, excessive noise leading to complaints by other users, inappropriate use of facility property, or failure to clean up after an event.
- H. All fees must be paid in full prior to the commencement of the event.
- I. Signs will be permitted at the discretion of the Lancaster Community Center Board of Directors.
- J. Use of the Lancaster Community Center for the conduct of illegal activity is strictly forbidden and will result in immediate loss of privileges.
- K. People aged 20 and under may not reserve the Lancaster Community Center, and attendees aged 20 and under must be supervised by the renter.
- L. Reservation of the Lancaster Community Center is not transferable.
- M. Users are prohibited from mounting anything on walls or other surfaces.
- N. The Lancaster Community Director reserves the right to terminate a function at any time due to inappropriate activity or behavior.
- O. Any special fees, or permits due to the town or any other licensing agency are the responsibility of the applicant. The LCC Director may request review of any documents prior to the event.

### *Cleaning and Maintenance*

The user shall keep the premises in a clean condition. The user shall be responsible for the proper storage and the final collection or ultimate disposal of all garbage and rubbish, all in accordance with the regular municipal collection system. The user shall not permit the premises to be

overloaded, damaged, stripped or defaced, nor suffer any waste. The toilets and pipes shall not be used for any purpose other than those for which they were constructed.

### Security

The user shall be responsible for the safe storage of their furnishings, equipment and possessions. Permanent users of the facility will be issued a key for their office and storage space, as well as an entry key for all exterior doors. No copies shall be made of the keys without the permission from the LCC Director.

### Parking Facilities

The main parking lot is located to the right of the front entrance, which is also at the rear of the Lancaster Town Hall. Users may also park in the library parking lot..

The handicap-accessible parking lot is located at the rear of the Community Center, with two spaces designated for handicap parking (with plate or sticker).

### Access

The LCC will be open daily, with hours of operation as follows:

- Monday-Friday, 8:00 AM to 9:00 PM
- Saturday-Sunday, 9:00 AM to 9:00 PM

A Facility Coordinator will be responsible for the daily opening and closing of the facility, off hours rentals or use shall coordinate access with the Director.

Permanent users of the facility will be issued a key for their office and storage space, as well as an entry key for all exterior doors. No copies shall be made of the keys without the permission from the LCC Board of Directors.

### Handicap Accessibility

In the short term, only the lower level of the Lancaster Community Center will be accessible for persons with mobility-impairments. The Senior Center, Council on Aging office, Veteran's office, and Commission on Disabilities office are located on this level. The public meeting room and handicap-accessible bathrooms are also located on this level.

The gymnasium is located on the upper level and is only available for high-impact recreational activity in which a person with mobility impairments might not choose to participate. The auditorium in the adjacent Town Hall is accessible and available for meetings and functions.

### Emergency Systems

In **case or emergency call 911**. Off hours, if not a life threatening emergency call 978 870 0926  
Fire Alarm System

Pull stations and strobe lights are located at each exit doorway, on each level, and in each bathroom.

### Sprinkler System

Sprinklers are located in each room, hallway and stairwell.

### Fire Extinguishers

Fire extinguishers are located in each major room, hallway and stairwell.

### Emergency/Exit Lighting

Exit signs are located at each exterior door and in each hallway. Exit lighting is located outside of each exterior door.

### 9-1-1 System

All telephone lines in the building will have 9-1-1 emergency calling capability which will be directed to the Lancaster Emergency Response Center.

### AED Defibrillator

Located on the wall in the main downstairs hallway. First aid kits are in the COA office.

*Please complete attached forms before requesting rental.*

**ADDENDUM A**  
**LANCASTER COMMUNITY CENTER RESERVATION FORM**

Interested? Check the Lancaster Community Center calendar on the LCC web page

([www.lancastercommunitycenter.org](http://www.lancastercommunitycenter.org)) for room availability\* an open date is not a guarantee as some applications may be in process.

*Thanks!*

Date of Application

**Total Time** Requested (including set-up and clean-up time):

**Actual Event Time** (when it is open to public):

**Description of Person or Organization Requesting Rental** (i.e. for-profit business, non-profit organization, civic organization, for-profit individual, etc.):

Name of **Sponsoring Organization or Individual**:

Name of **Person Responsible** for Rental:, with full contact information

**Description of Proposed Event:**

Do you anticipate using **signs** for your event? If so please describe size and location you prefer

**Number of people** expected to attend event:

Do you require **access to the kitchen**? Please describe:

Will **food and/or beverages** be served at this function? \*No alcohol please Please describe:

*Note: Special arrangements must be made to use tables are not currently available in the gym/auditorium.*

*Special conditions may apply to rentals, for example people using the gym for sports should bring a change of sneakers.*

Equipment needed:

*Note: Tables and chairs are not currently available in the gym/auditorium.*

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## ADDENDUM B

### LANCASTER COMMUNITY CENTER FEE SCHEDULE

Category	Rent (To offset facility maintenance)	Non-Refundable Deposit
<b>Community Center/COA Sponsored Functions</b>	Free	TBD
<b>Town, School District Organizations (direct affiliates)</b>	Free	TBD
<b>Lancaster-based Non- profit* Meeting</b>	\$10 per meeting up to 3 hrs.	TBD
<b>Lancaster-based Non- profit* Event/Function</b>	\$15 per hour	TBD
<b>Commercial/Resident Private Functions</b>	\$50 per hour \$75/hour after 10 pm	TBD
<b>Commercial/Non-resident Private Functions</b>	\$75 per hour \$100/hour after 10 pm	TBD
<b>Block Bookings</b>	To be determined after review	

- All fees are subject to change and review by the LCC Director and the Board of Selectman.
- Resident or non-resident status of any organization is determined by the location of the organization, not by its individual members.
- Fee must be paid at least Fourteen (14) days in advance of event.
- Proceeds from monies collected for use of the Community Center will be used to offset building costs, and may be deposited to the General fund or Revolving fund.
  - *\*requires proof of 501 3.c status upon registration*
  - *Also required is Insurance Binder, see matrix*
  - *An applicable permits are the renters responsibility*

The Lancaster Community Center desires to make facilities available for civic, cultural, educational, recreational and other activities as long as these activities do not conflict with public purposes and activities, state and federal laws, local ordinances, or proper care and maintenance of the facility. Use of facilities must be approved by the and the Director who coordinates facility use. Use of facilities shall be granted in the following priority order:

- a. Use by the Town
- b. Use by the Town related organizations
- c. Use by the Nashoba Regional School District and their affiliates
- d. Use by Town related non-profits
- e. Use by other local non-profit organizations
- f. Use by private interest groups, organizations or for-profit agencies

At the discretion of the LCC Director all non-town activities shall yield to a town or school function. All requests for building use shall be submitted via the online application system, or with completed forms mailed or dropped at the LCC office. The application outlines rules governing the use of facilities, responsibility for supervision, obligation for care and maintenance, prohibitive uses, contractual obligations related to utility fees, rental fees, insurance and related matters. Permits will be issued for a maximum of one year. Approval of official town or school functions shall not be unreasonably denied. The denial of an application may be appealed to the Director and the Board of Selectman.

Groups will be designated in the following categories and be subjected to the applicable fee schedule:

**Group A:** Recognized groups affiliated with the Town of Lancaster, with permission from the BOS to act on behalf of the town (ex Town Forest Committee, Town Recreation, Conservation, Animal Control, Historical Commission etc. )

**Group B:** Nonprofit or civic groups (e.g., Lancaster Land Trust, Historical Society, Lancaster Sports teams, Friends of the Lancaster Seniors, churches or all other groups classifies under Section 501 (c) 3 of the IRS tax code) with a majority of the participants residing within the Town.

**Group C:** Groups acting as non-profits on behalf of the town but without the benefit of 501c3 status.

**Group D:** For-profit groups (e.g., private dance schools, theater groups, camps, etc.) and non-profit groups that have fewer than half of the participants residing within theTown (e.g., colleges, Armed Forces, etc.)

**Group E:** For profit camps (e.g., summer drama, basketball and soccer camps). \* High risk

**Group F:** Private for profit, or personal events

<b>Group</b>	<b>Meeting Rooms</b> All fees are <b>for 4 hrs</b> and include set up and clean up	<b>Gymnasium</b> All fees are for <b>4 hrs</b> and include set up and clean up	<b>Whole building/combo</b> All fees are for <b>4 hrs</b> and include set up and clean up
<i>Group A</i>	NC	NC	NC
<i>Group B</i>	\$10	\$35	\$40
<i>Group C</i>	\$15	\$50	\$60
<i>Group D*</i>	\$25	\$60	\$75

<i>Group E *</i>	<i>\$35 per 4 hrs</i>	<i>\$60</i>	<i>\$85</i>
<i>Group F*</i>	<i>\$35</i>	<i>\$60</i>	<i>\$75</i>

*Additional Fees:*

*1. Whe employees (Director, custodian, etc.) are hired specifically to cover an event the actual cost of the employee and a surcharge of 20% to cover administrative costs will be added to the cost. These fees are applicable to all groups except Group A.*

*\*2. The fees for Groups D,E,F may be waived at the discretion of the BOS or LCC Director to be a % of gross revenue provided in the estimation of the BOS to covers reasonable costs of facility. If the District determines this not to be the case a higher percentage fee will be negotiated or the rental will be refused. If additional facilities beyond the camp site (i.e. fields) that facility will be added above and beyond the flat fee.*

*3. Groups who desire to utilize facilities on a long term basis can negotiate a fee agreement with the LCC specific to their use. The Director will be guided by the above fees in negotiating such an agreement.*

***Regulations***

*Use of Funds*

*Funds received in connection with the rental of the facilities will be deposited into a separate revolving account. Such fees will be used to pay associated costs of the activity (e.g., custodial fees) and/or make building repairs, replace worn equipment, or offset the costs of energy and custodial supplies.*

*Review*

*The Director under the direction of the BOS will review the fee structure for the use of facilities. The Director will have the authority to make interim price changes between reviews if necessary to cover the costs of the buildings.*

*Insurance Coverage*

*Renters are required to supply proof of insurance, naming the Town of Lancaster as insured.*

*Low impact activities, such as meetings, or social receptions for adults with less than 50 attendees are not required to provide insurance.*

*Insurance will be required for any activity deemed to be 'high risk'. These activities include any privately sponsored event involving children, or athletics, or those events that more than 50 attendees are expected. All camps are to be fully insured.*

*Any series of athletic events shall be reviewed by LCC staff and if need be by the BOS.*

## ADDENDUM C

### LANCASTER COMMUNITY CENTER USER AGREEMENT

#### PROVISIONS OF AGREEMENT:

1. User agrees to comply with all conditions set forth in this Agreement and the current Policies and Procedures Manual.
2. Event Name \_\_\_\_\_
3. Area(s) Requested: \_\_\_\_\_ gymnasium (requires a high-impact recreational activity)  
\_\_\_\_\_ public meeting room \_\_\_\_\_ Senior Center \_\_\_\_\_ Whole building
4. Requested day(s) & date(s): \_\_\_\_\_.
5. Requested time(s) – include set up and clean up: \_\_\_\_\_.
6. Expected number of participants \_\_\_\_\_ (A minimum number of participants may be required for certain activities such as classes. Failure to meet the minimum number of participants may result in cancellation of same by either the LCC or the User, at their discretion.)
7. User Fees in the form of checks or cash payable to the Town of Lancaster based upon any of the following criteria. Approval by LC Director and /or board required.
  - a. \_\_\_\_\_ % to LCC and \_\_\_\_\_ % to User, or
  - b. Set amount of \$\_\_\_\_\_ to LCC for the entire block booking or event, or
  - c. Set amount of \$\_\_\_\_\_ to LCC per invitee per class or event.
8. Resume, credentials, proof of insurance, and background checks, e.g. CORI, may be required for activities such as classes and *must* be submitted with this request form.
9. Security Deposit may be required, fee to be determined by LCC Director \_\_\$\_\_\_\_\_
10. All licenses and permits are the responsibility of the renter.

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USER

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LCC

DATE: \_\_\_\_\_

Office use only:

( ) Fee paid. ( ) Fee to be paid later. ( ) Fee waived. ( ) Security Deposit

( ) Proof of Insurance. ( ) Proof of CORI. ( ) Resume'/Credentials provided.

( ) Licenses and permits obtained by renter for example Entertainment, camp, Board of Health etc.

**LANCASTER COMMUNITY CENTER  
USER AGREEMENT**

I certify that I am the person requesting the room or am an officer of the above-named organization; that, if part of an organization, I have the authority to reserve the Lancaster Community Center; and that the above statements are true to the best of my knowledge and belief.

I hereby agree that the applicant will be responsible for any damage caused by the applicant to the Lancaster Community Center premises and furnishings because of the use of said premises by the above applicant, and agree to pay for said damages assessed by the Lancaster Community Center Board of Directors.

I have received, read and agree to abide by and uphold all rules and policies governing the use of the Lancaster Community Center.

I also agree to release, acquit, discharge the Town of Lancaster for any and all claims or rights of action for any personal injuries or property damage which may occur as a result from the use of the above premises. I further agree to protect, save, and keep the Town of Lancaster, the Lancaster Community Center Board of Directors, their agents and employees forever free and harmless and indemnified against and from any and all loss, cost or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_  
(Only provide an email address that is checked regularly.)

Community Center Fee: \_\_\_\_\_

Total: \_\_\_\_\_  
(Make checks payable to the Town of Lancaster)

