

Lancaster Community Center Policies and Procedures



39 Harvard Road
Lancaster, MA 01523

(Behind the Prescott Building/Town Hall)

Table of Contents

Hours of Operation 3

Scheduling 3

Request Procedure 3

User Fees and Rent 4

Liability and Insurance 4

Conditions for Use 4

Cleaning and Maintenance 5

Security 6

Parking Facilities 6

Access 6

Handicap Accessibility 6

Emergency Systems 6

Addendum A – Fee Schedule 7

Addendum B – User Agreement 9

Addendum C – Provision of Agreement 10

Hours of Operation

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

- Monday-Friday, 8:00 AM to 7:00 pm or by special event
- Saturday 8:00 AM to 1:00 PM
- Sunday, By reservation
- **Hours are subject to change**

A Facility Coordinator will be responsible for the daily opening and closing of the facility or training a responsible party.

Scheduling and Contact Information

All reservations for the public meeting rooms and gym will be coordinated through the HHS/LCC Staff. Contact information is as follows:

Samantha Zediker
(978) 733-1249 x3
szediker@lanasterma.gov

Request Procedure

- A. HHS/LCC personnel 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 User Agreement and a non-refundable deposit (if required). Full payment of any fee is due 7 days before the request for use of the Lancaster Community Center.
- B. HHS Staff 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 more than the nonrefundable deposit will be made only with this advance notice. Failure to cancel or failure 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 Director of Health & Human Services or designee 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.

If rental is reoccurring over a period of time (i.e. every Saturday for the month of June), user is responsible for the agreed upon fee. If user does not use the facility during the rental period, the facility rental fee will not be adjusted.

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 HHS 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.

D. Smoking & vaping 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 7 days prior to the commencement of the event.
- I. Signs will be permitted at the discretion of the HHS Staff.
- 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 21 and under may not reserve the Lancaster Community Center, and attendees aged 21 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 HHS Director or Staff reserves the right to terminate a function at any time for any reason.
- O. Any special fees, permits due to the town or any other licensing agency are the responsibility of the applicant. The HHS 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.

Users renting the gym must require participants to wear proper footwear. If street shoes are worn in the gym, or the gym floor is scratched, a buffing fee of \$100 per use, or resurfacing fee of \$1000 may be assessed.

Security

The user shall be responsible for the safe storage of their furnishings, equipment, and possessions. Vendors providing a program or service may be issued a fob to access the facility. The fob is the possession of the Town of Lancaster and must be returned upon request.

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)..

Emergency Systems

In case or emergency call 911.

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

There are two Automated Emergency Defibrillators at the LCC:

1. Hallway near Senior Center
2. Gym

ADDENDUM A

LANCASTER COMMUNITY CENTER FEE SCHEDULE

- All fees are subject to change & review by the HHS Director, the Town Administrator 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 seven (7) days in advance of event.
 - **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 (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 the Town (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

Group	<i>Meeting Rooms</i> All fees are for 4 hrs and include set up and clean up	<i>Gymnasium</i> All fees are for 4 hrs and include set up and clean up	<i>Whole building/combo</i> All fees are for 4 hrs and include set up and clean up
<i>Group A</i>	NC	NC	NC
<i>Group B</i>	\$10	\$60	\$100
<i>Group C</i>	\$25	\$60	\$100
<i>Group D*</i>	\$35	\$100	\$150
<i>Group E *</i>	\$50	\$125	\$175
<i>Group F*</i>	\$50	\$125	\$175

Additional Fees:

1. When 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 HHS 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 HHS specific to their use. The Director will be guided by the above fees in negotiating such an agreement.

Regulations

Review

The HHS Director under the direction of the Town Administrator & 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.

ADDENDUM B
LANCASTER COMMUNITY CENTER
USER AGREEMENT

I certify that I am the person requesting the room or am an officer of the requesting organization; that, if part of an organization, I have the authority to reserve the Lancaster Community Center; and all 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 Town of Lancaster.

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 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, 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: _____

Cell Phone: _____

E-mail: _____

(Only provide an email address that is checked regularly.)

Yes ___ No ___ Please provide a Certificate of Insurance with the Town of Lancaster listed as an "Additionally Insured".

ADDENDUM C
LANCASTER COMMUNITY CENTER USER AGREEMENT
PROVISIONS OF AGREEMENT

User agrees to comply with all conditions set forth in this Agreement and the current Policy and Procedure Manual.

Name of User _____

Cell Phone _____ Email _____

Purpose of event _____

Area(s) Requested: Gymnasium Public Meeting Room
 Senior Center Whole Building

Requested day(s) & date(s): _____

Requested time(s) – include set up and clean up: _____

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.)

User Fees in the form of checks or cash payable to the Town of Lancaster based upon any of the following criteria. Approval by HHS Director and /or Designee 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.
- d. Other _____

Resume, credentials, proof of insurance, and background checks, CORI, may be required for activities such as classes and *must* be submitted with this request form.

Security Deposit may be required, fee to be determined by HHS Director \$ _____

All licenses and permits are the responsibility of the renter.

All keys, electronic fobs or other means of accessing the building must be returned at the conclusion of the User Agreement.

The Town of Lancaster reserves the right to terminate this agreement at any time.

USER

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