



# TOWN OF WESTMINSTER

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## COMMUNITY / SENIOR CENTER USE POLICY HANDBOOK



69 West Main Street  
Westminster, MA 01473

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Revised July 2023

# WELCOME

The Westminster Community/Senior Center is a 7,400 square foot facility which opened in 2015. The mission of the Westminster Community/Senior Center is to provide facilities for Westminster residents to engage in recreational, social, educational, cultural, community service, civic, and governmental activities. Our Center provides opportunities for persons of all ages to participate in a wide range of programs that educate and stimulate the public, enhance self-confidence, and promote mental and physical health.

The Community/Senior Center facilities, equipment and grounds are **first and foremost for the use of residents/community groups from of the Town of Westminster and the regularly scheduled programs of the Council on Aging**. Below you will find the rules and regulations under which the Community/Senior Center facilities, equipment and grounds, may be made available for use by individuals, Westminster Town Boards and Committees and by Social, Educational, Hobby, Civic, Cultural and Community Service groups.

## FACILITY AND EQUIPMENT INFORMATION

The Westminster Community/Senior Center has two components:

- Council on Aging (COA) – managed by the COA Director with policies established by the Council on Aging;
- Community Center – managed by the Town Administrator with policies established by the Select Board.

### COUNCIL ON AGING

The Council on Aging is open Monday through Friday 8:00 am – 4:00 pm and other times by appointment. The COA offers a variety of programs and events, which can be found on the COA website at [www.westminster-ma.gov](http://www.westminster-ma.gov) or by calling 978-874-7402.

### COMMUNITY CENTER AND KITCHEN

- The Multipurpose Room is 2,432 square feet and can accommodate up to 300 people, including chairs or up to 162 people with tables and chairs. The Multipurpose Room can also be divided into two smaller rooms: Room A and Room B. Please refer to **Reserving Space** and **Room/Equipment Use Fee** for additional Information.
- Room A (nearest the kitchen) is 1,363 square feet and can accommodate up to 65 people, including tables and chairs or up to 130 people with chairs only. Please refer to **Reserving Space** and **Room/Equipment Use Fee** for additional Information.
- Room B is 1,069 square feet and can accommodate up to 50 people, including tables and chairs or up to 150 people with chairs only. Please refer to **Reserving Space** and **Room/Equipment Use Fee** for additional Information.
- Recreation/Game Room is 618 square feet with 2 pool tables.

- Arts & Crafts Room is 466 square feet and can accommodate up to 20 people.
- Lounge/Library is 493 square feet, can accommodate up to 20 people and has a wide screen TV. Comfortable seating for reading or a book club.
- The Kitchen is a commercial kitchen. Please refer to **Reserving Space** and **Room/Equipment Use Fee** for additional Information.

## **EQUIPMENT**

The Community/Senior Center has 12 Round Tables (suitable to seat 8-10 people), 6 Rectangular Tables (suitable to seat 6-8 people) and 92 Chairs available for use. Please refer to **Reserving Space** and **Room/Equipment Use Fee** for additional Information.

## **RESERVING SPACE**

**Any use of the facilities or grounds shall require a reservation.** Reservations shall be made using the *Facility Use Application* ("Application"), which can be found at the end of this booklet or on the Town Website at [www.westminster-ma.gov](http://www.westminster-ma.gov). Said Application must be received and approved **FOUR (4) WEEKS** in advance of the date of the event. Exceptions to this requirement may be submitted to the Town Administrator for review and approval, and will be considered on a case-by-case basis. For groups that may use the facilities on a long term basis (i.e., weekly or monthly events or gatherings) reservations may be made by December 1<sup>st</sup> for the coming year.

The Community/Senior Center is a multi-use facility, so you may be sharing the building with another group or event. You must be respectful of all who are using the facilities. All rooms may be reserved by filing the Application with the Executive Assistant at:

[tchiarelli@westminster-ma.gov](mailto:tchiarelli@westminster-ma.gov) or in person at Town Hall in Office 202. If mailing, send to: Town of Westminster, Attn: Tamie Chiarelli, 11 South Street, Westminster, MA 01473.

Be advised that Town/COA activities have priority for the use of the room(s) and building. Other functions and events will be accepted as scheduling allows. *All set up and break down of tables, chairs, etc. is the responsibility of the person/group reserving the room, unless other arrangements are made.* Please refer to **Conditions of Use** for further information.

## **EQUIPMENT**

At the time a room is reserved the person responsible for filing the Application must indicate any equipment that may be needed. All set up and take down of tables and chairs is the responsibility of the person/group reserving the room; however, please be aware that certain functions and the use of the kitchen may require custodial staff on duty during an event. This will be determined by the Town Administrator upon receipt of application.

## **KITCHEN**

The commercial kitchen is designed to be used by caterers and community groups serving refreshments and light meals. The use of the kitchen shall require prior approval from the Town Administrator. The user must have a current Serv-Safe Certification. A one day Board of Health Permit is also required. Please refer to **Conditions of Use** and **Room/Equipment Use Fees** for further information.

# CONDITIONS OF USE

## GENERAL

It is the responsibility of the individual/group to leave room(s) as they were found. All equipment, including, but not limited to, chairs, tables, mats, dishes, pots, etc., shall be returned to their proper storage area(s), unless other prior arrangements have been made. Failure to do so will result in the forfeit of the security deposit. See also, **Responsibility for Damage and Room/Equipment Use Fees.**

## ACCESS TO THE BUILDING AFTER REGULAR HOURS

All groups and individuals accessing the building after regular hours will be met by a Town staff person at the time specified on the Building Use Application. An electronic locking system will be programmed to accommodate the closing of the building based on the information provided on the application. It is the responsibility of the party utilizing the facility to ensure the building has been vacated by the agreed upon time, and that the doors are securely closed, they will then lock automatically. In the event that the building is left open after an event, that individual/group will be held responsible for any and all additional fees. Under no circumstances should the building be in use after 10:30 p.m. This will result in the forfeit of the security deposit. See also, **Responsibility for Damage and Room/Equipment Use Fees.**

## SUPERVISION

For use of all rooms, all groups must designate an individual, 21-years of age or older, who will be responsible for the conduct of the group. There shall be a required minimum ratio of adult supervisors (21 years of age or older) as follows:

1 adult to 8 children, age 4 to 5 years of age

1 adult to 15 children, age 9 to 15 years of age

1 adult to 12 children, age 5 to 9 years of age

1 adult to 20 youth, age 15 to 18 years of age

For youth programs, such as dances, the ratio shall be 1 adult to 15 youth participants. The names, addresses and phone numbers for each adult chaperone shall be filed along with the Application. Inadequate adult supervision may result in the cancellation of an event.

The Town reserves the right to require a Police detail to be paid for by the person/group using the facilities. The need for such supervision shall be determined by the Town Administrator and Police Chief. Please refer to the **Room/Equipment Use Fees.**

## GENERAL LIABILITY COVERAGE – CERTIFICATE OF INSURANCE

Any person or group renting or using the premises may be required to provide a Certificate of Insurance naming the Town of Westminster and Community /Senior Center as additional insured. They may need to carry General Liability limits of **\$1,000,000** prior to the use of the facilities.

## STANDARDS OF CONDUCT

Smoking and use of alcohol, as well as the use and/or sale of illegal drugs is specifically **prohibited** anywhere on the property or in the facilities.

### **RESPONSIBILITY FOR DAMAGE/LOSS OF DEPOSIT**

The individual responsible for the group and the group as a whole shall be responsible for all damage to the building, property and/or equipment caused by the group. The group will be notified and be provided with an itemized list of damages and estimated cost of repairs, within 36 hours of the damage, 48 hours if the event was over a weekend. Payment shall be required in 30 days. Failure to make payment will result in suspension of further use of the Community/Senior Center.

The refundable deposit will be surrendered in the event that the building is not vacated by the agreed upon time on the application.

### **LOSS OF PERSONAL PROPERTY**

The Town of Westminster assumes no responsibility for the personal property of individuals or groups utilizing the facilities and/or property.

### **ADMISSION FEES**

Admission fees shall not be charged for any event held at the facilities without prior written approval of the Select Board.

### **DECORATIONS**

Decorations may be used; however, only table decorations and easels, no adhesives. All decorations and signs must be removed by the group at the conclusion of their function.

### **ANIMALS**

No animals, except for certified service animals, are allowed in the building.

### **FACILITIES AND GROUNDS**

- All exit doors must remain clear and unobstructed.
- No flames are allowed within the facilities or on the grounds, with the exception of small birthday-type candles.
- Carry In/Carry Out policy for trash. You must remove any trash you accumulate at the close of your function.
- Equipment is not to be removed from the building at any time without prior approval from the Town Administrator.
- All facilities and grounds shall be left in the same conditions as found.

### **VIOLATIONS**

Any person or groups who violate any of the terms and policies herein outlined, may be suspended or barred from using the Community/Senior Center, its facilities and grounds. The agreed upon security deposit will also be forfeited in the event of any violation.

## ROOM/EQUIPMENT USER FEES

- Not for profit, 501C3 Organizations shall be required to pay all room/equipment user fees if the organization charges for membership, including, but not limited to, Elks, Knights of Columbus, Lions, etc. A certificate of 501C3 status must be supplied at the time of reservation.
- Not for profit, 501C3 organizations that do not charge membership or user fees may not be required to pay room/equipment user fees, but only after review and authorization by the Westminster Select Board. A certificate of 501C3 status must be supplied at the time of reservation.
- Town Boards, Committees, Commissions and Town Departments shall be exempt from Room/Equipment User Fees.

**Fees may only be waived on a case by case basis by the Town Administrator. Requests to waive fees must be submitted prior to the filing of an Application. In no case shall a deposit or Kitchen/Custodial fees, be waived.**

## SCHEDULE OF FEES

RECREATION/GAME ROOM, LOUNGE/LIBRARY AND ARTS AND CRAFTS ROOM	Single Use: \$40.00 Yearly Fee: \$150.00
MULTIPURPOSE ROOM	Single Use: \$75.00 Yearly Fee: \$350.00
ROOM A (kitchen side)	Single Use: \$50.00 Yearly Fee: \$225.00
ROOM B	Single Use: \$40.00 Yearly Fee: \$200.00
KITCHEN	Single Use: \$250.00 (This fee provides kitchen access and Custodial services for up to 3 hours. Additional Custodial hours may be provided at \$50.00/hour). Will also require Board of Health permits.
PARTIAL USE OF KITCHEN	Price TBD upon application review
CUSTODIAL	<p><b>\$150.00:</b> This fee provides for up to 3 hours of service. Additional Custodial hours may be provided at \$50.00/hour.</p> <p><b>\$150.00:</b> in the event that a person/group does not secure the building following their event, this additional fee shall not be waived.</p>

## DEPOSITS

A minimum deposit of \$100 for room and/or equipment use shall be required.



## TOWN OF WESTMINSTER COMMUNITY SENIOR CENTER

**Facility and Equipment Use Application:** Each application must be accompanied by full payment for the intended use made payable to the "Town of Westminster". If the request is denied, the original check will be returned. Payment is due on the 1<sup>st</sup> of each month for ongoing monthly rentals. Please note that fees may be adjusted according to the extent of the request.

Organization Name:				Non-Profit ( <i>circle one</i> ):	Y	N
Contact/Responsible Party:				Telephone:		
Street Address:				City/State/Zip:		
Email:						
Type of Function (be specific):						
Room(s) Requested:						
Dates/Day Requested:				Recurrence (if any):		
Alternate Date(s):						
Times Requested:	Set Up		Event Start		Event End	

**Clean up must be finished by 10:30 pm – Failure to do so will result in loss of deposit.**

Number of Event Attendees (high estimate):		
Will Funds be Raised or Admission Charged or Class Fees collected: (If yes, be specific) <b>(pre-approval from Select Board is required)</b>		
Custodial Help Requested? (circle one) (see page 7 - <i>Schedule of Fees</i> )	Y	N
Equipment Requested (ex: # of tables, chairs, AV equipment, etc.)		

The requesting group/individual assumes all responsibility for those attending and agrees to hold harmless and indemnify the Town of Westminster, its employees, and volunteers for any accident or injury that may occur while on the Community/Senior Center property for the above stated activity. In addition, the securing of the facility and all damages which occur during said use are the sole responsibility of the requesting group or individual. It is understood that additional building monitors and/or custodial, kitchen or Police services may be required at additional cost. *All Provision of the Community/Senior Center Use Policy and Building Information apply to this Application.*

The undersigned has read and fully understands the above stated policies, rules. Procedures and regulations as set forth by the Town of Westminster for rental/use of the Community/Senior Center facility and equipment and agrees to adhere to these policies under any and all circumstances and takes full responsibility.

Contact/Responsible Party Signature:	
Date:	

<b>For Official Use Only:</b>		
Date/Time Rcvd:	Deposit Amt:	Est Fee: