



Town of Westminister

COMMUNITY / SENIOR CENTER USE POLICY AND BUILDING INFORMATION



West Main Street
Westminister, MA 01473

November
2015

WELCOME!

The Westminster Community/Senior Center is a 7,400 square foot facility which opened in 2015. The mission of the Westminster Community 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 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 and
- ✦ Community Center – managed by the Town Administrator with policies established by the Board of Selectmen.

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 or at 978-874-7402.

The COA has a 2,432 square foot area that can be reserved. This space will accommodate a maximum of 162 people, with tables and chairs or 300 people with chairs. Please refer to **Reserving Space and Room/Equipment Use Fee** for additional Information.

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 (near the kitchen) is 1,363 square feet and can accommodate up to 90 people, including tables and chairs or up to 180 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 70 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 and can accommodate up to 41 people.

Arts & Crafts Room is 466 square feet and can accommodate up to 31 people.

Lounge/Library is 493 square feet, can accommodate up to 33 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. 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 1st for the coming year.

Prospective users of any of the rooms are encouraged to check on the availability with the COA Office. 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.

COUNCIL ON AGING

All rooms may be reserved by filing the Application with the COA Director at sfisher@westminster-ma.gov or in person. COA activities have priority for the use of the room. 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.

KITCHEN

The 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 shall be required to comply with all aspects of the KITCHEN HANDBOOK (available upon request) and a Serve-Safe Certified person may be required for large events. Please refer to **Conditions of Use** and **Room/Equipment Use Fees** for further information. A one day Board of Health Permit will be required.

CONDITIONS OF USE

ACCESS TO THE BUILDING AFTER REGULAR HOURS

All groups must designate an individual, 21-years or older, who will be solely responsible for the unlocking and locking of the Community/Senior Center, unless a Custodian or other Staff member is on site for this event. This individual will have the responsibility for picking up and signing out the necessary key(s). The key must be returned the next business day. If the key is not returned or is lost, the individual/group will be charged an additional fee. The key will be picked up and returned to the Dispatch Center located at 7 South Street, Westminster. A copy of the use form must accompany the key pick up. 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. See also, **Responsibility for Damage and Room/Equipment Use Fees**.

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. See also, Responsibility for Damage and Room/Equipment Use Fees.

TIME OF EVENTS

In no case shall an event, including clean-up, be allowed after 10:00 pm Sunday – Thursday or 11:00 pm Friday and Saturday.

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 |
| 1 adult to children, age 9 to 12 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

Use of alcohol, and the use or sale of illegal drugs is specifically prohibited anywhere on the property or in the facilities.

Smoking is allowed in a designated area outside the building.

RESPONSIBILITY FOR DAMAGE

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.

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 Board of Selectmen.

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.
- ⤴ Trash must be deposited in appropriate trash receptacles.
- ⤴ 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, will be suspended or barred from using the Community/Senior Center, its facilities and grounds.

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 Board of Selectmen. 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. However, in the event that a custodian is needed outside the hours of 7:00 am and 3:30 pm Monday thru Friday for the Town Board, Committee, Commission or Department, the Custodial Fee shall apply.

Fees may only be waived by the Board of Selectmen, and must be requested prior to the filing of an Application. In no case shall a Kitchen, Custodial Late Return of Key(s) and/or Lost Key(s) Fees be waived.

ROOM/EQUIPMENT USE FEES

RECREATION/GAME ROOM, LOUNGE/LIBRARY AND ARTS AND CRAFTS ROOM	Single Use: \$20.00 Yearly Fee: \$100.00*
MULTIPURPOSE ROOM	Single Use: \$50.00 Yearly Fee: \$250.00*
ROOM A (kitchen side)	Single Use: \$35.00 Yearly Fee: \$150.00*
ROOM B	Single Use: \$25.00 Yearly Fee: \$125.00*
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)
PARTIAL USE OF KITCHEN	Price TBD upon application review
CUSTODIAL	\$150.00: This fee provides for up to 3 hours of service. Additional Custodial hours may be provided at \$50.00/hour. \$150.00: in the event that a person/group does not secure the building following their event, this additional fee shall be charged to the user. This fee shall not be waived.
LATE RETURN OF KEY(S)	\$25.00 per day. This fee shall not be waived.
LOST KEY(S)	\$100.00: This fee shall not be waived.

*Limit 104 uses. Groups who wish to reserve space on more than 104 occasions, must seek approval from the Board of Selectmen and may incur additional cost.

DEPOSITS

A minimum deposit of \$25 for room and equipment use shall be required.



TOWN OF WESTMINSTER
COMMUNITY/SENIOR CENTER

Official Use Only:

Date Rec'd _____
Time Rec'd _____
Est. Fee _____
Deposit: _____

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 1st 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: YES* NO
* Documentation **Must** be Submitted

Contact/Responsible Person: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Type of Function (Be Specific): _____

Room(s) Requested: _____
(Full Multipurpose Room, Room A (nearest Kitchen), Room B, Pool Room/Lounge, Arts/Crafts Room, Kitchen)

Date(s) Needed: _____ Day: _____ Recurrence: _____

Alternate Date(s)/Day: _____

Timeframe: Set-up: _____ Event Start: _____ Event End: _____ **Finish cleanup before 10:30 p.m.**

Number of Persons Anticipated in Attendance (high estimate): _____

Will Funds Be Raised or Admission Charged: YES* NO
* Pre-approval from Selectmen Required

*Custodial Help: *YES NO Room Set-up Request: YES NO
*see pg 7. Extra costs

Equipment Requested (Be Specific): _____
(# of Chairs, # of Tables, etc.)

Please Use Additional Sheet for Other Information

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. It is understood that additional building monitors and/or custodial, kitchen or Police services may be required at additional cost. **All Provisions 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 Person Signature: _____ Date _____

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Office Use Only

Department	Approval Signature	Date
Board of Health		
Fire Department		
Police Department		
Building Department		
Board of Selectmen		

Certificate of Insurance Received:

Date: _____

Deposit Received:

Date: _____

Additional Fees Received:

Date: _____