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 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 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 1st 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 slahtinen@westminster-ma.gov or in person at Town Hall in Office 202.

Be advised that 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 12 children, age 5 to 9 years of age  
1 adult to 15 children, age 9 to 15 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 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.
- 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 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.

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

<table>
<thead>
<tr>
<th>Room/Crafts Room</th>
<th>Single Use</th>
<th>Yearly Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECREATION/GAME ROOM, LOUNGE/LIBRARY AND ARTS AND CRAFTS ROOM</td>
<td>$40.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>MULTIPURPOSE ROOM</td>
<td>$75.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>ROOM A (kitchen side)</td>
<td>$50.00</td>
<td>$225.00</td>
</tr>
<tr>
<td>ROOM B</td>
<td>$40.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>KITCHEN</td>
<td>$250.00</td>
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<tr>
<td>PARTIAL USE OF KITCHEN</td>
<td>Price TBD</td>
<td>upon application review</td>
</tr>
<tr>
<td>CUSTODIAL</td>
<td>$150.00</td>
<td></td>
</tr>
</tbody>
</table>

**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 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 (circle one) Y N

Contact/Responsible Party: __________________________ Email: __________________________

Mailing Address: __________________________ Primary Phone #: __________________________

Type of Function (be specific): __________________________

Room(s) Requested: __________________________

Dates/Days Requested: __________________________ Recurrence (if any): __________________________

Alternate Dates: __________________________

Times Requested: Set Up __________________________ Event Start __________________________ Event End __________________________

(clean up must be finished by 10:30 p.m. – failure to do so will result in loss of deposit)

Number of Event Attendees (high estimate) __________________________

Will Funds Be Raised or Admission Charged (pre-approval from Selectmen required) __________________________

Custodial Help Requested (see pg. 7 Schedule of Fees): 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. 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 Party Signature: __________________________

Date __________________

For official use only:

Date/Time Rcvd: __________________________ Deposit Amt: __________________________ Est. Fee: __________________________