



SENIOR CENTER BUILDING USE POLICY

The facilities of Acushnet Senior Community Center are the property of the citizens of Acushnet. As such, our facilities should be available, on a permit basis, to town-affiliated organizations and town community organizations and individuals for appropriate use when not needed for their designated purposes. In all cases, Council on Aging/Senior Center activities always have priority over non-COA activities, and Acushnet organizations and groups have priority over non-Acushnet organization and groups, and all individuals, and all for-profit individuals and organizations.

To facilitate the processing of requests to use the facilities, the following categories, in priority order, have been established:

Group 1:	First Priority: Acushnet Council on Aging/Senior Center programs and activities.
Group 2:	Second Priority: Acushnet COA/Senior Center-related organizations, Acushnet Recreation Department and other Town Departments.
Group 3:	Third Priority: Acushnet based youth approved organizations recognized by the Recreation Department; Acushnet not-for-profit clubs and organizations.
Group 4:	Fourth Priority: Non-profit with proof of status.
Group 5:	Fifth Priority: Individuals, non-Acushnet organizations and groups, and all for-profit individuals and organizations.

In addition, in cases of emergencies and disasters, Town approved relief agencies and organizations may use the facilities at no charge.

The Council on Aging has established and will review and update, on a periodic basis, fees charged for facility use.

The Administration is hereby directed to develop appropriate regulations and procedures to implement this policy and update it as needed and to interpret policy to establish reasonable fees for non-listed facilities and groupings.

First Reading:

Council on Aging: 12/13/2017 Board of Selectmen: 01/09/2018

Second Reading and Approval:

Board of Selectmen: January 23, 2018



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COMMUNITY USE OF FACILITIES REGULATIONS AND PROCEDURES

The following regulations and procedures are to be used in implementing Acushnet Council on Aging policy: Building Use Policy and govern all requests for facilities permits by any of the groups defined in the policy:

- Each organization requesting a facilities permit is required to designate one person to be responsible for meeting all requirements and guidelines of this policy.
- User shall, at its own expense, defend, indemnify and hold the Town of Acushnet and Acushnet Senior Community Center, its committees, agents, and employees harmless from and against any and all claims, including but not limited to claims for personal injury or property damage, suits, demands, actions, damages, losses, liabilities, proceedings, litigation, costs and expenses, including without limitation reasonable attorney's fees. Users must provide a certificate of insurance.
- All facility users will observe all fire and safety regulations as they are posted within the facility.
- Bands, DJ's, etc. (all music) must cease ½ hour prior to closing, by 11 p.m. in order to comply with the Town's Noise Ordinance.
- Smoking, alcohol, and controlled substances are prohibited on all town premises.
- Decorations must be fireproof, approved by the Director or his/her designee, and must be erected and taken down in a manner not destructive to town property. (No decorations may be attached to the walls, floors, or any surface.)
- Hours during which fee-exempt groups may use facilities without incurring mandatory custodial fees are subject to the Senior Center calendar.
- The Director reserves the right to limit the number of participants and/or to require a police detail. The permittee is responsible for acquisition and payment of details when required.
- If any space/furniture is rearranged, it must be put back in its original position.
- Food and beverages are permitted in designated areas only. The preparation of light refreshments involving no cooking will be permitted in the kitchen area. Tap



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water is available for use in preparing coffee and tea. Groups must provide their own dishes, utensils, linens, etc.

- Any food sold by renters must come from a licensed, approved source with proper packaging and labeling as required by the Board of Health and state and federal food codes.
- An adult must supervise any children in attendance at all times.
- Any custodial staff needed must be indicated at the time the request is made.
- Groups and organizations receiving permission to use the facility are restricted to the dates and hours approved for the building area and facility specified unless requested changes are approved in advance by the Director.
- The security fee will not be refunded unless:
 - The facility is left in order.
 - All trash is picked-up and bagged (trash liners are not provided by the Center) and deposited in the dumpster located outside of the kitchen entrance.
 - Floors are swept, and spills mopped.
 - Lights turned off.
 - Doors must be locked, and the key returned. (The key return is arranged with the Director or designee.)
 - Set-up and breakdown of all chairs or other equipment is the responsibility of the user and must be returned when the event is concluded. If additional chairs and tables are needed, the user is responsible for the rental, delivery, and return.
- Permission for the use of the facility does not constitute an endorsement of any organization, the beliefs of an organization or group, nor the expression of any opinion regarding any political candidate, or the expression of any opinion concerning any issue.
- The Council on Aging reserves the right to decline any requests, revoke or deny use privileges for failure to comply with policy or due to facility conditions.



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Fees:

	Group 1		Group 2		Group 3		Group 4		Group 5	
	Sunday-Thursday	Friday-Saturday	Sunday-Thursday	Friday-Saturday	Sunday-Thursday	Friday-Saturday	Sunday-Thursday	Friday-Saturday	Sunday-Thursday	Friday-Saturday
6 hours or less	N/C	N/C	N/C	N/C	\$100	\$100	\$150	\$300	\$350	\$700
6+ Hours	N/C	N/C	N/C	N/C	\$200	\$200	\$300	\$600	\$700	\$1,400
Security Fee	N/C	N/C	N/C	N/C	\$250		\$300		\$500	

Closing time for the building is 11:30 p.m. Sunday through Saturday

- To schedule the building: Please complete the rental request application and submit to the Council on Aging Director, Senior Community Center, 59 ½ South Main Street, Acushnet, MA 02743.
- 90 days prior to the event: Full payment of the rental fee (and all fees and forms) due.
- Check or money order only, cash will not be accepted. Payable to: Town of Acushnet.

Cancellation / Refund Policy – Please notify Heather Sylvia, 508-998-0280, hsylvia@acushnet.ma.us regarding the cancellation of events. For cancellations, within 90 days of the event, a full refund will be made.