

## BUILDING USE POLICY: COMMUNITY CENTER

### Purpose:

The Town of Coventry offers use of the Community Center located at 168 Main Street in Coventry, Vermont. The purpose of this policy is to establish guidelines for the use of this facility to permit the frequent use of this facility while ensuring the safe and proper use of the buildings and related facility.

### General Policies:

- **Smoking** – By law of the State of Vermont there is no smoking in any public building. Smoking is permitted outside at a minimum of 25 ft. from any public entrance.
- **Alcohol** – If alcohol is to be consumed, the lessee will be required to hire a Security Officer or a certified Police Officer to be present for the duration of the event. Proof of the hire in the form of an original, dated, and signed contract must be provided when payment is made in order to complete this contract.
- **Capacity** – Maximum capacity at any time is 120 persons.

### Permitted Uses:

The Town of Coventry will make its facility available on a first come, first serve basis. The building will be made available to the public only when not in use by any of the following;

1. Town boards, commissions, committees, staff or town sponsored programs;
2. Local social service or community service groups, neighborhood associations;
3. Federal, state, regional or local non-profit groups which wholly or in part benefit Coventry residents or employees; and
4. Professional associations which wholly or in part benefit town employees.

During the hours the Town Clerk's Office is open to the public, the community center is free for use to children under the age of 18 for recreation sports.

Use during these times is on a first come first serve basis.

Excluded activities inside the gymnasium include: rollerblading, roller-skating or skate boarding.

Children must be supervised by an adult (18 years or older) while on the premises and will be held responsible for the actions of the members of that group.

### Bereavement:

When a Town Resident passes away, family members can request complimentary use of the Community Center to be used as a place of gathering and bereavement.

Use of the Community Center will be subject to availability and requires completion of a Complimentary Use Application to be submitted to the Facility Use Coordinator for approval.

Use of the facility outside of these times requires reservations and an approved agreement signed by the Facility Use Coordinator.

Fees:

Fees for Town of Coventry Residents and Businesses

For single use: \$15.00 per hour with a maximum cost of \$60.00

For weekly use: \$20.00 per use for up to 3 hours and \$15.00 per hour thereafter.

Non-Resident Fees

For single day use: \$250.00

Kitchen Use Fee: \$15.00 per event

Security Deposit: \$100 refundable deposit will be made prior to event.

- A pre and post inspection of the premises will be conducted by the Facility Coordinator. On their satisfaction that the premises was left in the same condition it was rented, then the deposit will be refunded to the lessee.
- If any of the property was damaged during use, costs associated to fix will be taken from the deposit and any additional charges will be the responsibility of the lessee. This includes but is not limited to any costs associated with cleaning beyond general maintenance.
- The use of the community center chairs and tables are free to the lessee. The set up and clean-up of all furniture used is the responsibility of the renter. All items should be returned to where they were stored after use.

**Cancellations:** In case of cancellation, all monies will be refunded.

**Responsibility:**

- One person (over the age of 18) for each group must be designated and will be held responsible for the actions of the members of that group.
- The lessee will be responsible for ensuring that the Community Center is in the same condition as before the rental in order to receive a full return of the security deposit.
- Any cost for cleaning over and above normal usage and/or repairs will be taken from the security deposit.
- The lessee will be responsible for seeing that all doors are locked when finished, and that all lights are out.

- The lessee will be required to pay any additional costs over \$100 for repairs if any damage should occur to the building both inside and out through the use by the lessee or any person accompanying the lessee, or by any neglect.
- The Facility Use Coordinator will inspect the space and will determine if the deposit is refundable no more than 48 hours after the event.
- All personal items need to be removed from the space and no trash will be left behind.

**Keys:**

- Keys to enter the Community center building will be given to the lessee by the Facility Coordinator prior to the event date. The Coordinator must have a completed and approved application form and the \$100 security deposit before access can be granted.
- When the event is completed, the space cleaned and returned to its original state, then the keys can be returned by dropping in the secure drop box attached to the Town Clerk's Office.
- If keys are not returned to the Town, then the lessee will forfeit the \$100 deposit and may be responsible for additional charges associated.


**Reservations:**

- Reservations may be made by calling the Facility Use Coordinator and completing a Rental Agreement Form. Reservations will be granted on a first come, first served basis.
- The Town of Coventry reserves the right to cancel, reschedule, or postpone any activity at its sole discretion.
- Submission of an application does not guarantee acceptance.
- No fees can be charged attendees of any meeting held in a public facility without written permission from the Town of Coventry.
- The fact that an organization is granted permission to meet in any town-owned building in no way constitutes endorsement by the town of the policies or beliefs of that organization.

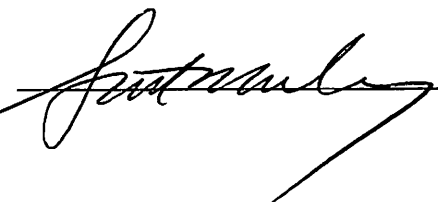
**Code Compliance:**

All groups using Town facilities must comply with all local, state and federal codes, regulations and laws, including all fire and safety codes.

The foregoing Community Center Use Policy is hereby adopted by the Select Board of the Town of Coventry, Vermont, this 12 day of December, 2016 and is effective as of this date until amended or repealed.

  
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 Chairperson

  
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