

# Town of Longmeadow

## **POLICY FOR TOWN BUILDING RENTALS**

The Town of Longmeadow, through its Parks and Recreation offices, Old Town Hall (Legion Building) and Greenwood Community Center or rooms for social, civic, commercial, or recreational purposes deemed to be in the public interest at such rental rates as the Town of Longmeadow considers to be reasonable. Rental will be granted on a written application only, when the purpose of the use is clearly stated. Priority use will be given to Parks and Recreation and Town Department groups.

In the event that a Parks and Recreation or Town function conflicts with the rental of a building (e.g. tournament date/etc.) the Parks and Recreation or Town function will take precedence. Every effort will be made to assign alternate space to the renter.

Because of the community service they provide, Town-sponsored groups and civic groups will not be charged a rental fee for use of these buildings or rooms unless overtime expenses are incurred for building supervision. Town departments and committees will not be charged for use of facilities for meetings.

It is understood that use of the facility by the applicant is subject to all of the conditions listed in this policy. The Town of Longmeadow reserves the right to make necessary reservation changes due to demand and space requirements.

The custodian/building supervisor assigned to the building will be in charge of the building during the time of occupancy. Their responsibilities will be to set up the room and monitor the building.

All non-residents will be required to pay an additional \$10 per hour rented in addition to the commercial or non-commercial fees listed in the rental application form.

## **GENERAL REGULATIONS AND CONDITIONS**

- All reservations and all weekend rentals require a security deposit. The security deposit is due when placing reservation. Deposit is refundable after satisfactory inspection at conclusion of event or may be applied to future rentals if applicable. Remaining fees are due two weeks prior to rental date. Any refundable portion of the deposit will be mailed within ten working days after event. Check will be made payable to Applicant/Organization.
- Town-Sponsored groups may reserve a facility no more than once a month and for one year in advance from time of initial reservation. The Sponsored group may renew for the following year three months prior to expiration of their current rental reservation.
- If it becomes necessary to change the date of your reservation, you must call the Parks & Recreation office before 5:00pm on the Monday prior to your reservation. LPRD contact #: (565-4160)
- Requests for Audio/Visual equipment will be honored based on availability.
- Coffee urns are available for use. It is the renter's responsibility for coffee set up. Coffee urns must be cleaned and returned to original condition.
- ALL RESERVATIONS ARE TENTATIVE UNTIL CONFIRMED WITH RECEIPT.

### **FEES:**

- Security deposits of \$110 for the Community House Auditorium, kitchen, Old Town Hall and Greenwood Dining Room and \$30 for any meeting room reservation must be received at the Parks and Recreation office, upon application. All checks should be made payable to the Longmeadow Parks and Recreation Department.
- Security Deposit confirms rental and covers potential damages. Deposit is refundable after satisfactory inspection and successful conclusion of rental.
- ALL rental fees are due no later than two weeks prior to the event date or the reservation will be subject to cancellation.
- Fees will be collected by the Parks and Recreation office.
- Failure to comply with the conditions stated above, or failure to exercise reasonable care in the use of the facility, may result in the forfeiture of security deposit and the disapproval of further applications by you or your group.

#### **CANCELLATIONS:**

- Full refunds will be made on cancellations made at least 5 days prior to the rental date. Please allow 2 – 3 weeks for a refund.
- Every effort must be made to inform the Parks and Recreation office of any cancellation to effectively schedule staff and not to exclude any other user group.
- A \$25.00 cancellation fee will be retained from payment for cancellations made *later than* five (5) days in advance of the event.
- No refunds on rental fees will be made, in any amount, for failure to show on the reserved rental date. Pre-paid security deposits will be returned.

#### **CONDITIONS**

It is understood that use of the facility by the applicant is subject to any or all of the following conditions:

1. If the Town requires Liability Insurance Coverage, you must provide the Town with a certificate of insurance on which the Town is listed as an additional named insured. This certificate must be delivered no later than two weeks prior to the event date.
2. Person responsible for activity must be 21 years of age and be in attendance at all times. No substitute will be permitted unless approved by the Parks and Recreation Director or his/her designee at least 48 hours prior to said rental.
3. If any fee is charged or revenue is generated by the non-profit and/or business the renter will be designated as “Commercial” and subject to the “Commercial Fee Schedule.”
4. There must be no alterations, changes or additions to the building or electrical system.
5. Youth Groups will not be allowed into the building until adult supervisors have arrived and there shall be adequate supervision of youth participants at all times. Adequate supervision is 1 adult (age 21 or older) per every 10 youths.

6. Should damage be incurred during the use of the facility the applicant must immediately inform the custodian/building supervisor.
7. All police, fire and other municipal ordinances and regulations governing use of facilities, as adopted by the Town Manager or Select Board, are hereby made part of these conditions.
8. Receptacles will be provided inside the building for disposal of trash, and you are expected to keep the facility free of litter. Please **separate** and dispose of recyclables and trash in the receptacles provided in the building. The custodian will empty these receptacles in the proper manner. Do NOT dump non-paper or non-cardboard items in the dumpster outside the rear entrance of the Community House; this is a recyclable paper and cardboard dumpster ONLY.
9. A custodian will be available to open and secure the facility, set up and break down tables and chairs, and remove trash from the building. Rooms must be returned to original condition. Failure to return room(s) to original condition may result in disapproval of further applications and/or forfeiture of all or part of any security deposit.
10. Storage of private property and personal belongings cannot be accommodated.
11. NO ALCOHOLIC BEVERAGES will be allowed in any town building or grounds without prior written approval from the Select Board.
12. NO GAMBLING is allowed in any Town Building.
13. NO OVERNIGHT PARKING allowed.
14. Smoking is strictly prohibited in any Town building.
15. Custodians/building supervisors are not allowed to permit use of town property before or after hours applied for.
16. Building must be vacated promptly at the expiration of the rental period.
17. Food and beverages may be sold or consumed only in the designated area approved on the application.
18. Any damages caused to Town property during period of rental must be borne by the applicant to the extent not covered by the deposit. Damages in excess of the deposit caused by your event will be billed to you.
19. Your reservation receipt acts as your permit.
20. The use of candles or space heaters is prohibited.
21. The Parks and Recreation Department reserves the right to cancel building activities due to Town Elections/meeting usage, weather or other emergencies.
22. No animals allowed in buildings, except service animals.
23. Any damage during the event will subject the event to immediate termination at the discretion of the custodian/building supervisor.

24. The Town of Longmeadow Parks and Recreation Department reserves the right to accept or reject any application to use building, equipment and facilities under their control.
25. The Town of Longmeadow will be held harmless from any and all claims, suits, causes of action, judgments and demands of any nature made or obtained by third parties which result from activities or actions of the Town of Longmeadow, its agents or servants under this permit and if judgment is entered against the Town of Longmeadow, said judgment will be paid by said applicant together with all interest thereon.
26. The town reserves the right to review and approve/disapprove on a case-by-case basis and to disallow any activity that it may deem as inappropriate with the intended use and purpose of the Town Green, or which may cause harm to the inhabitants of the Town of Longmeadow.

**Notice:**

*The Office of Campaign and Political Finance has deemed that own buildings may not be used for political fundraisers, pursuant to Section 14 of M.G.L. c. 55 which prohibits fundraising in any building or part thereof occupied for state, county or municipal purposes. Section 14 states, in relevant part, that "[n]o person shall in any building or part thereof occupied for state, county or municipal purposes demand, solicit or receive any payment or gift or other thing of value for any political purpose.*

**Gymnasium Conditions**

- Sneakers must be worn by the players
- No street shoes on the gym floor
- No food or beverages of any kind are to be allowed in the gymnasium unless it's in a re-sealable container for team players such as a water bottle and/or sports drink.

THE TOWN OF LONGMEADOW DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, PHYSICAL HANDICAP, RELIGION OR NATIONAL ORIGIN.