

Facility Use Policy, School Events

We are happy to offer use of our facilities. In order to keep our facilities in excellent condition, we ask your cooperation with the following:

CAPACITY – **Ballroom** – 150 sitting, 200 standing; **Lunch Room** – 75 sitting, 100 standing **Living Room** – 35 sitting, 50 standing

MUSIC – All music must be kept to an acceptable level as to not disturb our neighbors. And all events must end by 11:00 pm unless written permission is obtained from the Director prior to the event.

ADMISSION – upon admission to said event, no student will be allowed back in the building once they have left the building. No student will be allowed in with any open containers ie; water bottles, soda bottles, juice containers or backpacks.

DANCES – Middle and High School should have separate dances. If a dance is a “team” sponsored dance, then the dance will be for team members only allowing middle and high school to integrate.

ADULT SUPERVISION - is required of minor/s at all times. Any event should have a minimum of 5 adult chaperones. *A police officer is required at any event with a capacity of 50 or over . In the event of a prom a/o semi-formal more chaperones may be required. (please discuss with the director of LCC)*

ALCOHOLIC BEVERAGES a/o CONTROLLED SUBSTANCES–

ZERO TOLERANCE, No alcohol a/o controlled substances allowed during any school function. Any such abuse will be immediately reported to the School Department and the Lenox Police Dept. Anyone found in violation of this policy will be suspended from use of the Community Center. Please contact the Community Center Director, should such abuse take place.

IN THE EVENT OF AN EMERGENCY -please notify the Lenox Fire Department at 637-2345. They will contact the director or on-call staff.

KEEP EVERYTHING CLEAN - anything you use - clean and put it back where it belongs. Chairs and tables must also be washed (if needed) before put away. Please stack chairs in all the same direction as you found them.

DO NOT DRAG EQUIPMENT - lift tables and chairs to move them.

NO SMOKING - smoking is not allowed anywhere inside the building as well as outside on the Community Center grounds. Anyone found in violation of this policy will be suspended from use of the community center.

PLEASE USE Painters Tape - to hang decorations, etc. Do not put nails, tacks or other

holes in walls or woodwork. Do not use other types of tape for they can remove paint.

NO ONE IS ALLOWED ON BALCONIES OR ROOF - this may cause damage to the roofs in addition to creating a safety hazard.

NOTIFY STAFF OF ANY AND ALL PROBLEMS - tripped circuit breakers may have fouled other systems including freezers and the alarm system! Accidents, broken items, running water, etc. should be reported immediately. Any other needed repairs or suggestions we would appreciate hearing.

ANY ITEMS YOU TAKE HOME - please make certain are your own. Please return anything taken home accidentally. Everyone will appreciate donations you may have for general use.

CLOSE ALL DOORS AND WINDOWS - before leaving. Turn off all lights but one in the lobby

TAKE ALL TRASH TO THE DUMPSTER - it is located at the northwest corner of the building near the end of the back porch and driveway. If extra trash can liners are needed, they are available in the custodial closet or above the refrigerator.

RESTROOMS - are located on the main floor near the northwest corner of the building is the ladies room, to the rear of the main staircase. The men's room is located on the second floor across from the ballroom.

HANDICAP ACCESS - is available to all levels of the Community Center.

SET-UP AND CLEAN-UPS -are the responsibility of your group. The Community Center does not have the staffing to provide these services. If you need special help, please notify the Director before your function. We will make every attempt to accommodate you, but you may be required to reimburse the Community Center for these services. You will have one hour prior to the event to set up and one hour for clean up. Please be certain you have provided yourself enough time for set up and clean up if one hour is insufficient notify the community center when reserving the facility.

CANDLES AND OPEN FLAMES - we do not allow candles or any open flames at all. Incense is not allowed.

DAMAGES AND LOSS - Individuals or organizations holding events at the Lenox Community Center assume responsibility and liability for any damage occurring as a result of that event on or off the Community Center property. Any activity which may cause damage or injury to any property, facility, or individuals using the facility will be terminated.

PARKING - Parking is allowed on Walker St., as well as behind the center.

**LENOX COMMUNITY CENTER
ROOM RESERVATION CONTRACT
FOR SCHOOL ACTIVITIES**

NAME OF RENTER:

ROOM(S) REQUIRED and TYPE OF FUNCTION:

DATE(S) OF PROGRAM:

TIME REQUIRED:

PHONE NUMBERS: _____

We have received a copy of the Lenox Community Center Facility Use Policy and agree to abide by these and all policies of the Lenox Community Center Board. We understand that it is our responsibility to make certain those participating in activities do so also.

SIGNATURE OF PROGRAM CONTACT

DATE

SIGNATURE OF LMMHS PRINCIPAL

DATE

LCC DIRECTOR, APPROVAL

DATE

The Lenox Community Center reserves the right to terminate the use of the Community Center or any Parks and Recreation facility by any group or program any time deemed necessary by the Director and/or Commission. Such termination may be based on violation of these policies or any other policies of the Lenox Community Center Board and the Town of Lenox.

Emergency Contact:

Kim Graham, Interim Director (413) 281-3506

Bruce Huber, Custodian (413) 212-4515

**** Please attach a list of chaperones who will be on site the date of the event****

Name of Officer on Duty: _____