

Facility Use Policy Classes & Programs

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

FEE STRUCTURE - rental fees for the Lenox Community Center are set by the Lenox Community Center Board.

	<u>Hourly Fee</u>
Ballroom:	\$50.00
Lunch Room	\$25.00
Living Room	\$25.00

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.

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 MASKING 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.

ADULT SUPERVISION - is required of minor at all times. Do not allow children to wander in other areas of the building.

ALCOHOLIC BEVERAGES -may be served with an approved one day liquor license issued from the Town of Lenox. Applications can be acquired from the Town Managers office at town hall. All alcohol must be kept indoors on the second floor of the building. All laws of the Commonwealth must be strictly followed! Groups must take full responsibility for all persons consuming alcoholic beverages. The town of Lenox shall not assume responsibility or liability for any injuries and/or damages on or off the Lenox Community Center property related to the consumption of alcohol or any other activity of groups or function.

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

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.

LENOX COMMUNITY CENTER, ROOM RESERVATION CONTRACT

NAME OF RENTER: _____

ROOM(S) REQUIRED: _____

DATE(S) OF PROGRAM: _____

TIME REQUIRED: _____

MAILING ADDRESS: _____

PHONE NUMBERS: WORK _____ HOME _____

WOULD YOU LIKE A DESCRIPTION TO APPEAR IN OUR NEWSLETTER:
Yes _____ No _____

Description: _____

FEE PAID TO COMMUNITY CENTER FOR USE OF SPACE: _____
Proof of Insurance given _____

I 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. I understand that it is my responsibility to make certain those participating in activities do so also.

SIGNATURE OF PROGRAM CONTACT

DATE

APPROVAL

DATE

The Community Center Board 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 Community Center Board and the Town of Lenox.

Emergency Contact:
Darlene McCauley, Director **413.441.6779 (cell)**
 413.442.9486 (home)
Jonathan Twing, Maintenance **413.923.1301**