



Town of Truro

**COMMUNITY CENTER USE POLICY
AND
BUILDING INFORMATION**



7 Standish Way
North Truro, MA 02652

August 2012

WELCOME!

The Truro Community Center is a 9,000 square foot facility which opened in 2009. The mission of the Truro Community Center is to provide facilities for Truro residents (year-round residents and non-resident taxpayers) to engage in recreational, social, educational, cultural, community service, civic, and governmental activities. The Center provides opportunities for persons of all ages to participate in a wide range of programs that educate and stimulate the public, enhance self-confidence, and promote mental and physical health.

The Community Center facilities, equipment and grounds (exclusive of the Puma Park Playground) are **first and foremost for the use of residents of the Town of Truro through the regularly scheduled programs of the Council on Aging and the Recreation Department.** Below you will find the rules and regulations under which the Community Center facilities, equipment and grounds (exclusive of the Puma Park playground), may be made available for use by Truro Town Boards and Committees and by Social, Educational, Hobby, Civic, Cultural and Community Service groups.

FACILITY AND EQUIPMENT INFORMATION

The Truro Community Center has four components:

- ⤴ Council on Aging (COA) – managed by the COA Director with policies established by the Council on Aging Board of Directors
- ⤴ Recreation Department – managed by the Recreation Director with policies established by the Recreation Commission
- ⤴ Multipurpose Room and Kitchen – managed by the Town Administrator with policies established by the Board of Selectmen
- ⤴ Puma Park Playground

COUNCIL ON AGING

The Council on Aging is open Monday through Friday 8:00 am – 4:00 pm and other times by appointment. The COA offers a variety of programs and events, which can be found on the COA website at www.truro-ma.gov/coa or at 508-487-2462.

The COA has a 940 square foot area that can be reserved. This space will accommodate a maximum of 40 people, with tables and chairs or 60 people with chairs. Please refer to **Reserving Space** and **Room/Equipment Use Fee** for additional Information.

RECREATION

The Recreation Department is open Monday through Friday 8:00 am – 4:00 pm, as well as evening and some weekend hours when programs and events are offered. A full listing can be found on the Recreation website at www.truro-ma.gov/recreation or at 508-487-1632.

Recreation has a 550 square foot lounge that can be reserved. This space will accommodate a maximum of 50 people, and includes tables and chairs. Please refer to **Reserving Space** and **Room/Equipment Use Fee** for additional Information.

MULTIPURPOSE ROOM AND KITCHEN

The Multipurpose Room is 1,800 square feet and can accommodate up to 400 people, including chairs or up to 190 people with tables and chairs. The Multipurpose Room can also be divided into two smaller rooms: Pamet Room and Truro Room. Please refer to **Reserving Space and Room/Equipment Use Fee** for additional Information.

The Truro Room is 950 square feet and can accommodate up to 250 people, including chairs or up to 131 people with tables and chairs. Please refer to **Reserving Space and Room/Equipment Use Fee** for additional Information.

The Pamet Room is 850 square feet and can accommodate up to 125 people, including chairs or up to 65 people with tables and chairs. Please refer to **Reserving Space and Room/Equipment Use Fee** for additional Information.

The Kitchen is a commercial kitchen. Please refer to **Reserving Space and Room/Equipment Use Fee** for additional Information.

PUMA PLAYGROUND

The playground is open from dawn to dusk everyday. This area cannot be reserved. The playground is not monitored or supervised and is open for all to enjoy during daylight hours at their own risk.

EQUIPMENT

The Multipurpose Room (and thus the Truro Room) has a large drop-down projection screen. A podium with microphone is available, as is a full audio system. 20 Round Tables (suitable to seat 6-8 people) and 21 Rectangular Tables (suitable to seat 6-8 people) and 300 Chairs are available for use. Please refer to **Reserving Space and Room/Equipment Use Fee** for additional Information.

RESERVING SPACE

Any use of the facilities or grounds shall require a reservation. Reservations shall be made using the *Facility and Equipment Use Application* (“Application”), which can be found at the end of this booklet or on the Town Website at www.truro-ma.gov. Said Application must be received and approved **TWO (2) WEEKS** in advance of the date of the event. For groups that may use the facilities on a long term basis (i.e. weekly or monthly events or gatherings) reservations may be made by December 1st for the coming year.

Prospective users of any of the rooms are encouraged to check on the availability with the appropriate Department as outlined below. The Community Center is a multi-use facility, so you may be sharing the building or grounds with another group or event. You must be respectful of all who are using the facilities.

COUNCIL ON AGING

The COA room may be reserved by filing the Application with the COA Director at coadirector@truro-ma.gov or in person. COA activities have priority for the use of the room. Other functions and events will be accepted as scheduling allows. All set up and break down of tables, chairs, etc. is the responsibility of the person/group reserving the room, unless other arrangements are made. Please refer to **Conditions of Use** for further information.

RECREATION

The Recreation Lounge may be reserved by filing the Application with the Assistant Recreation Director at asstrecdir@truro-ma.gov or in person. Recreation activities have priority for the use of the room. Other functions and events will be accepted as scheduling allows. All set up and breakdown of tables, chairs, etc. is the responsibility of the person/entity reserving the room, unless other arrangements are made. Please refer to **Conditions of Use** for further information.

MULTIPURPOSE, TRURO, PAMET ROOMS, GROUNDS AND/OR KITCHEN

The Multipurpose, Truro, Pamet Rooms, Grounds and/or the Kitchen may be reserved by filing the Application with the Facility Scheduler at CommunityCenter@truro-ma.gov or in person. Recreation and COA activities have priority for the use these spaces. Other functions and events will be accepted as scheduling allows and may require pre-approval from the Town Administrator. Please refer to **Conditions of Use** for further information.

EQUIPMENT

At the time a room is reserved the person responsible for filing the Application must indicate any equipment that may be needed. All set up and take down of tables and chairs is the responsibility of the person/group reserving the room; however please be aware that certain functions and the use of the sound system and/or the kitchen may require custodial staff on duty during an event.

The Kitchen is designed to be used by caterers and community groups serving refreshments and light meals. The use of the kitchen shall require prior approval from the Town Administrator. The user shall be required to comply with all aspects of the KITCHEN HANDBOOK (available upon request) and a Serv-Safe Certified person may be required for large events. Please refer to **Conditions of Use** and **Room/Equipment Use Fees** for further information.

CONDITIONS OF USE

ACCESS TO THE BUILDING AFTER REGULAR HOURS

All groups must designate an individual, 21-years or older, who will be solely responsible for the unlocking and locking of the Community Center, unless a Custodian or other Staff member is on site for this event. This individual will have the responsibility for picking up and signing out the necessary key(s). The key must be returned the next business day. If the key is not returned or is lost, the individual/group will be charged an additional fee. In the event that the building is left open after an event, that individual/group will be held responsible for any and all additional fees. See also, **Responsibility for Damage**, below and **Room/Equipment Use Fees**.

GENERAL

It is the responsibility of the individual/group to leave room(s) as they were found. All equipment, including, but not limited to chairs, tables, mats, dishes, pots, etc., shall be returned to their proper storage area(s), unless other prior arrangements have been made. See also, **Responsibility for Damage**, below and **Room/Equipment Use Fees**.

TIME OF EVENTS

In no case shall an event, including clean-up, be allowed after 10:00 pm Sunday – Thursday or 11:00 pm Friday and Saturday.

SUPERVISION

For use of the Multipurpose, Truro, Pamet, Kitchen and/or the Grounds, all groups must designate an individual, 21-years of age or older, who will be responsible for the conduct of the group. There shall be a required minimum ratio of adult supervisors (21 years of age or older) as follows:

- 1 adult to 8 children, age 48 months to 60 months
- 1 adult to 12 children, age 60 months to 108 months
- 1 adult to 15 children, age 108 months to 14 months
- 1 adult to 15 children, age 9 to 15 years of age
- 1 adult to 20 youth, age 15 to 18 years of age

For youth programs, such as dances, the ratio shall be 1 adult to 15 youth participants. The names, addresses and phone numbers for each adult chaperone shall be filed along with the Application. Inadequate adult supervision may result in the cancellation of an event.

The Town reserves the right to require a Police detail to be paid for by the person/group using the facilities. The need for such supervision shall be determined by the Town Administrator. Please refer to the **Room/Equipment Use Fees**.

GENERAL LIABILITY COVERAGE – CERTIFICATE OF INSURANCE

Groups may be required to provide a Certificate of Insurance naming the Town of Truro as also insured for \$1,000,000 prior to the use of the facilities.

Instructors shall be required to provide a Certificate of Insurance naming the Town of Truro as also insured for \$1,000,000 prior to the use of the facilities.

STANDARDS OF CONDUCT

Smoking, use of alcohol, except as indicated below, and the use or sale of illegal drugs is specifically prohibited anywhere on the property or in the facilities.

USE OF ALCOHOL AND/OR ENTERTAINMENT

Special events (i.e. weddings, fund raisers, etc.) where alcohol may be served and/or entertainment provided shall require the pre-approval and the necessary license(s) from the Board of Selectmen and the Licensing Agent. Such events shall require a Certificate of Insurance as indicated above.

RESPONSIBILITY FOR DAMAGE

The individual responsible for the group and the group as a whole shall be responsible for all damage to the building, property and/or equipment caused by the group. The group will be notified and be provided with an itemized list of damages and estimated cost of repairs, within 36 hours of the damage, 48 hours if the event was over a weekend. Payment shall be required in 30 days. Failure to make payment may result in suspension of further use of the Community Center.

LOSS OF PERSONAL PROPERTY

The Town of Truro assumes no responsibility for the personal property of individuals or groups utilizing the facilities and/or property.

ADMISSION FEES

Admission fees shall not be changed for any event held at the facilities without prior written approval of the Board of Selectmen.

DECORATIONS

Decorations may be used; however only adhesive putty or easily removable tapes may be used to temporarily affix decorations or signs to the walls. Nothing that penetrates the surface of the walls is allowed. All decorations and signs must be removed by the group at the conclusion of their function.

ANIMALS

No animals, except for certified service animals, are allowed in the building.

FACILITIES AND GROUNDS

- ⤴ All exit doors must remain clear and unobstructed.
- ⤴ No flames are allowed within the facilities or on the grounds, with the exception of small birthday-type candles.
- ⤴ Trash must be deposited in appropriate trash receptacles.
- ⤴ Equipment is not to be removed from the building at any time without prior approval from the Town Administrator.
- ⤴ All facilities and grounds shall be left in the same conditions as found.

VIOLATIONS

Any person or groups who violate any of the terms and policies herein outline, may be suspended or barred from using the Community Center, its facilities and grounds.

ROOM/EQUIPMENT USER FEES

Not for profit, 501C3 Organizations shall be required to pay all room/equipment user fees if the organization charges for membership, including by not limited to Elks, Knights or Columbus, Lions, etc. A certificates of 501C3 status must be supplied at the time of reservation.

Not for profit, 501C3 organizations that do not charge membership or use fees may not be required to pay room/equipment user fees, but only after review and authorization by the Truro Board of Selectmen. A certificates of 501C3 status must be supplied at the time of reservation.

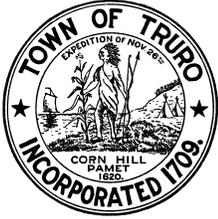
Town Boards, Committees, Commissions and Town Departments shall be exempt from Room/Equipment User Fees; however, in the event that a custodian is needed outside the hours of 8:00 am and 3:30 pm the Town Board, Committee, Commission or Department, the Custodial Fee shall apply.

Fees may only be waived by the Board of Selectmen, and must be requested prior to the filing of an Application. In no cases shall a Kitchen, Custodial Late Return of Key(s) and/or Lost Key(s) Fees be waived.

ROOM/EQUIPMENT USE FEES

COUNCIL ON AGING	Single Use: \$20.00 Yearly Fee: \$100.00*
RECREATION LOUNGE	Single Use: \$20.00 Yearly Fee: \$100.00*
MULTIPURPOSE ROOM	Single Use: \$50.00 Yearly Fee: \$250.00*
TRURO ROOM	Single Use: \$35.00 Yearly Fee: \$150.00*
PAMET ROOM	Single Use: \$25.00 Yearly Fee: \$125.00*
KITCHEN	Single Use: \$250.00 (This fee provides kitchen access and Custodial services for up to 3 hours. Additional Custodial hours may be provided at \$50.00/hour)
GROUND(S) (other than Puma Park Playground)	Single Use: ??
PODIUM WITH MICROPHONE	Included in the Room Use Fee
LARGE SCREEN	Included in the Room Use Fee
FULL AUDIO SYSTEM (regardless of the number of microphones use – 6 total)	Single Use: \$250.00 (This fee provides for the audio system and the sound technician for up to 3 hours. Additional technician hours may be provided at \$50.00/hour)
KITCHEN & FULL AUDIO SYSTEM	Single Use: \$300.00 (This fee provides kitchen access and sound technician/custodial services for up to three hours. Additional Custodial hours may be provided at \$50.00/hour)
CUSTODIAL	\$150.00: This fee provides for up to 3 hours of service. Additional Custodial hours may be provided at \$50.00/hour. \$150.00: in the event that a person/group does not secure the building following their event, this additional fee shall be assessed to the user. This fee shall not be waived.
LATE RETURN OF KEY(S)	\$25.00 per day. This fee shall not be waived.
LOST KEY(S)	\$100.00: This fee shall not be waived.

*Limit 104 uses. Groups who wish to reserve space on more than 104 occasions, must seek approval from the Board of Selectmen and may incur additional costs.



TOWN OF TRURO TRURO COMMUNITY CENTER

Facility and Equipment Use Application

Official Use Only:
Date Rec'd _____
Time Rec'd _____
Est. Fee _____

Each application must be accompanied by full payment for the intended use made payable to the "Town of Truro". If the request is denied, the original check will be returned. Payment is due on the 1st of each month for ongoing monthly rentals. Please note that fees may be adjusted according to the extent of the request.

Organization Name: _____

Non-Profit: YES* NO
* Documentation **Must** be Submitted

Contact/Responsible Person: _____ **Email:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell Phone:** _____

Type of Function (Be Specific): _____

Room(s) Requested: _____
(Multipurpose Room, Truro Room, Pamet Room, COA, Recreation, Kitchen)

Date(s) Needed: _____ **Day:** _____ **Recurrence:** _____

Alternate Date(s)/Day: _____

Timeframe: Set-up: _____ Event Start: _____ Event End: _____ Clean up finished by: _____

Number of Persons Anticipated in Attendance (high estimate): _____

Will Funds Be Raised or Admission Charged: YES* NO **Alcohol Served:** YES* NO
* Pre-approval from Selectmen Required

Custodial Help: YES NO **Room Set-up Request:** YES NO

Equipment Requested (Be Specific): _____
(# of Chairs, # of Tables, Screen, Podium, Audio, etc.)

Please Use Additional Sheet for Other Information

The requesting group/individual assumes all responsibility for those attending and agrees to hold harmless and indemnify the Town of Truro, its employees, and volunteers for any accident or injury that may occur while on the Community Center property for the above stated activity. In addition, the securing of the facility and all damages which occur during said use are the sole responsibility of the requesting group. It is understood that additional building monitors and/or custodial or Police services may be required at additional cost. All **Community Center Use Policy and Building Information** apply to the Permission to Facility and Equipment Use Application.

The undersign has read and fully understands the above stated policies, rules, procedures, and regulations set forth by the Town of Truro for rental/use of the Truro Community Center facility and equipment, and agrees to adhere to these policies under any and all circumstances and takes full responsibility.

Contact/Responsible Person Signature: _____

Date _____