

Village of Massena Community Center Policy

I. Purpose

To establish the Mission, Authority, and Policies and Procedures to regulate the Usage, Availability, Rules & Regulations, Custodial Requirements, Application Procedures, Fee Schedule & Insurance Requirements for the Village of Massena Community Center.

II. Mission

The Village of Massena recognizes that the Massena Community Center belongs to the people of Massena and is designed, constructed and financed principally with public funds to serve as a multi-purpose activity center for the general public. Since public funds made these facilities possible, the public is encouraged to use the Massena Community Center. The following guidelines are official Village of Massena Policy designed to promote orderly and harmonious use of these public facilities.

The Village of Massena recognizes the desirability of having the Community Center used as much as possible by residents and community groups. This Policy promotes the active use of the Community Center while establishing priorities for the facilities and outlining scheduling procedures and guidelines. It also sets reasonable rules and regulations to promote orderly and harmonious use of this public facility.

III. Authority

The Mayor and Trustees of the Village of Massena determine the policies which govern the operation of the Village and the Community Center; and, when necessary, may revise the following policies and rates.

IV. Usage

It is the intention of the Village of Massena to grant the use of the Community Center under the Village's regulation, for activities of any educational, cultural, civic, social, recreational, governmental or general nature which are sponsored by responsible recognized local persons, organization or agencies.

The Village will determine if rental fees, and/or insurance coverage is required. Normal usage may not require a rental fee, insurance, or cleaning deposit if the activity is deemed normal usage. This may include meetings, seminars,

educational programs where food is not served. Special events such as dinners, dances, wedding receptions, will require rental fees, insurance, and clean-up deposits.

The Village of Massena exercises its right to prohibit certain activities at the Massena Community Center including:

1. Use by secret or exclusive organizations.
2. Activities that violate the canons of good morals, manners, or may be deemed injurious to the building or grounds.
3. Activities that promulgate any theory or doctrine subversive to Federal, State, Local Laws or any political subdivision thereof advocating governmental change by violence.
4. Activities which are discriminatory.
5. Any purpose in conflict with activities of the Village of Massena.
6. Fundraising activities which are neither sponsored by nor directly benefit the Village of Massena or not-for-profit organizations based in Massena.
7. Charitable gaming activities (Bingo, Games of Chance, Bell-Jar, Raffles) may only be held by organizations authorized by the NYS Racing and Wagering Board and may only be conducted pursuant to State Law. All gambling of any other nature is strictly prohibited.
8. Use by religious organizations for religious services.
9. Activities which may be considered as conducting a business such as promoting, selling, hawking, peddling or soliciting any service, product or ware.

Any individual using the Massena Community Center must obey all applicable Village, State, and Federal Rules, Ordinances, Laws and Regulations. Failure to obey the rules and regulations will result in cancellation of the individual's rights to use the facility as well as possible legal action.

The Village of Massena, because of its responsibility for the protection of the Massena Community Center and the property contained therein, may restrict use of space to certain times and areas. The Village of Massena and its representatives must have full access to the facility at all times.

Priorities for use of the Community Center will be granted to the current tenants of the Center and to the Village of Massena.

The Village of Massena Board of Trustees authorizes the DPW Superintendent and/or his delegate (Village Clerk's Office) to approve and arrange for scheduling and use of the Massena Community Center by applicants satisfying the limitations illustrated above.

For such use, the Village of Massena Board of Trustees will establish fees necessary for use of the Massena Community Center. Two sets of fees will be established (Village Resident/Non-Village Resident) in addition to a mandatory damage deposit. (Refer to Fee schedule)

The Village of Massena has designated the Massena Community Center a **SMOKE FREE** facility.

V. Availability

The Massena Community Center facility has been constructed to be multi-use. Portions of, or the entire facility are generally available weekdays from **8:00 am** to **4:30 pm** (excluding federal holidays).

Available rooms at the Massena Community Center can be rented by the hour, half-day or full-day (Refer to Fee Schedule) based on the following schedule:

Monday - Saturday 8:00 am to 10:00 pm
Sunday - 10:00 am to 5:00 pm

VI. Rules and Regulations

Any group or organization using the Massena Community Center for the purpose of convening a public meeting must conform to Open Meeting Law requirements pursuant to State of New York Statutes.

No group or individual(s) shall be discriminated against with respect to use of the Massena Community Center because of race, color, religion, sex, national origin, physical condition, or age; providing however, that in some cases residents of the Village of Massena shall be given preference.

The Village of Massena assumes no liability for loss, theft, damage, injury or illness incurred by the users of the Massena Community Center. The consumption of alcohol, controlled substances, or other illegal substances is strictly prohibited on Massena Community Center grounds and facilities. Pursuant to the New York State Clean Indoor Air Act, smoking is prohibited in the Massena Community Center.

While use of decorations is allowed, use of tacks, nails, or staples for hanging any decoration is not allowed on any wall surface. Masking tape only is an acceptable means of securing decorations. Use of Scotch tape is prohibited, along with other sticky substances that would mark the surface. Decorations of any kind are

prohibited to hang from the ceiling or lights of the facility. The DPW Superintendent and/or his delegate must approve the intended decorations and methods to secure decorations.

Applicants/Organization and Tenants shall utilize Massena Community Center supplied cleaning supplies and be responsible for cleanup and closure activities including:

- Building users are requested to contact the DPW Superintendent's Office prior to an event so that set-up requirements and layout are clarified. The user will be responsible for all set up and take down of tables and chairs, and are returned to the proper storage area.
- Cleaning of kitchen area thoroughly, hot water, soap, cloths are provided to do a good Job. Clean sinks, stoves, refrigerator and counter tops. Remove all personal items, including leftovers, before leaving.
- Sweeping and mopping of areas used is required.
- Washing all tables and any chairs that have spillage of any kind-on them.
- Washing and storage of all dishes, cups, glasses, and silverware.
- Removal of all decorations and disposal of all garbage in the dumpster located near the building.
- Building users are required to empty all trash receptacles and place all bagged trash into the black dumpster located outside on the west side of the building.
- Driving on the patio at the Massena Community Center is strictly prohibited.
- Use of building equipment (chairs, tables, etc.) off of Massena Community Center property is strictly prohibited. NO tables or chairs are allowed outside the building. Close all windows that have been opened.
- Double check to see that all lights, ovens, and stoves are turned off and that all doors are locked.
- Return keys to the Village Clerk's Office located in the Town Hall Building during normal business hours.

Report repairing, or replacing, any damage or loss of facilities or equipment to the DPW Superintendent within 24 hours of activity.

A complete inspection of the Massena Community Center will be done the next day or as soon as possible to determine if everything is in order. If everything is in its place and no damage occurred your damage deposit will be returned.

Organization and Tenants will be financially liable for any damages to the Massena Community Center building, grounds, equipment, or artwork arising from the event for which the building is intended.

Applicants/Organization and Tenants will indemnify and hold harmless the Village of Massena from and against all actions, liability, claims, suits, damages or expenses of any kind arising from the event for which the building is intended.

The DPW Superintendent and/or his delegate (Village Clerk's Office) is authorized by the Village of Massena Board of Trustees to schedule and control the use of the facility in accordance with this policy, including rental charges to help defray operational expenses for non-governmental use.

The Village of Massena reserves the right to require a Village-approved overseer; to oversee any event within a facility covered by this policy.

The Village of Massena shall deny the use of any of the facilities to any individual, group of organization that is not current with any payments due the Village of Massena, including utility payments.

Failure to comply with guidelines or rules established by the Village of Massena Board of Trustees regulating the use of public facilities would be cause for the forfeiture of future use privileges.

VII. Custodial Requirements

Facility users are responsible for general clean-up of the facility within each period of contracted use. General clean-up means the removal of any trash and debris in areas inside and outside the facility caused by the contracted use, and the deposit of that trash in the receptacles or the dumpster located behind the building.

General clean-up also involves removal of residue or stains caused by drink spills, chewing gum, food consumption or other activity in all areas accessed during contracted use. Sweeping and mopping areas may be required to achieve general clean up. Policing the outside entrance area and surrounding grounds and parking area for trash is required to meet general clean-up standards.

Failure to comply with the above will result in a custodial charge assessed at 1½ times the hourly rate of the department employee. This cost will be retained from the damage deposit submitted by the user.

A custodial service for special use activities is available for an additional \$50 fee payable before rental of Massena Community Center space. The fee covers the routine janitorial service required for all areas accessed during the rental agreement. This optional payment shall not preclude accessing deposit to cover facility damages caused by the contracted use.

The DPW Superintendent and/or his delegate will coordinate the completion of a facility checklist inspection form before and at the conclusion of each non-department or special-use activity use of the Massena Community Center. The facility checklist requires the signature of a representative of the lesser.

VIII. Application Procedures

A. General

1. Use of the Massena Community Center facility will be handled on first come, first serve basis.
2. Reservations will be accepted by person, telephone or e-mail; however, a completed application shall be submitted within one week of the reservation. If a written application is not received, the reservation will be voided.
3. Application forms may be obtained from the Village Clerk's Office during normal office hours, or be mailed to the applicant.
4. Applicants are responsible for the building. Residents may not apply for a non-resident for the benefit of a lower rental rate. The applicant must be a part of the event being held.
5. Application blanks shall be fully completed by the requesting organization and returned to the Village Clerk's Office at least 1 week prior to the scheduled use with the exception of unforeseen circumstances.
6. The purpose of the sponsoring organization, group, or individual program shall be accurately described when a reservation is requested. Any advertising or publicity shall clearly state the purpose of the program.
7. The applicant must contact the DPW Superintendent or his delegate (Village Clerk's Office), to arrange entrance in the facility, during normal business hours the day of the reservation or by 10:00 am Friday if the use is on a Saturday or Sunday.
8. A damage deposit fee is required at the time of the application by the applicant. The damage deposit will be held by the Village of Massena and returned upon satisfactory inspection of the premises and inventory checklist. The damage deposit covers physical, structural, or other related damages to the facility itself. It does not cover theft of equipment (i.e. tables, chairs, kitchen inventory, memorabilia, etc.). The Village of Massena does retain the right to file a claim beyond damage deposit in order to recover or replace these items. The damage deposit should be

paid by check only. (Building tenants are exempt from damage deposit fees.)

9. Rental fees must be paid during regular business hours to the Village Clerk's Office. Payment must be made prior to the event. (Building Tenants are exempt from rental fees.)

B. Fee Schedule (Per Day):

- Meeting Room (No Charge)
- Community Room & Kitchen (As Follows)

ROOM	MASSENA RESIDENT	NOT MASSENA RESIDENT
Community Room Only	Rental Fee..... \$ <u>0.00</u> Damage Deposit. \$ <u>100.00</u> [Plus Insurance]	Rental Fee..... \$ <u>25.00</u> Damage Deposit \$ <u>100.00</u> [Plus Insurance]
Kitchen Only	Rental Fee..... \$ <u>25.00</u> Damage Deposit. \$ <u>100.00</u> [Plus Insurance]	Rental Fee..... \$ <u>50.00</u> Damage Deposit \$ <u>100.00</u> [Plus Insurance]
Community Room & Kitchen	Rental Fee \$ <u>25.00</u> Damage Deposit. \$ <u>100.00</u> [Plus Insurance]	Rental Fee..... \$ <u>50.00</u> Damage Deposit \$ <u>100.00</u> [Plus Insurance]

Damage Deposit Note: The Community Room will sometimes be used as a meeting room (i.e., when the group is too large for the Meeting Room or when the Meeting Room is already reserved). In such cases, there will be no damage deposit charges.

- C. Application (See Attached Application)
- D. Insurance Requirements

Organizations, groups and individuals that are not a part of Village of Massena government must maintain insurance coverage during the term of the contract. The user's coverage shall be primary. Insurance shall be comprehensive general liability insurance covering bodily injury, personal injury, and property damage with a combined single limit of liability of at least \$1 million. In the event the user of an approved event is unable to provide coverage in an amount of \$1 million, the insurance requirement may be waived or a lesser amount may be acceptable based on the nature/type of

event, number of people, etc. The Certificate of Insurance provided with this contract must name Village of Massena as additional insured. A Certificate of Insurance must accompany the application for use and be effective for the full time the Massena Community Center is reserved.

All Applicants wishing to reserve the Massena Community Center will be required to sign an Indemnification and Hold Harmless Agreement in addition to any insurance requirements.

Any organization, group and individual using the Massena Community Center must assume full responsibility for bodily and personal injury to any participants and spectators.

[11/22/11]