

Longmeadow Adult Center
211 Maple Road, Longmeadow, MA 01106
Tel: 413-565-4150
Fax: 413-565-4152

In accordance with its mission to meet the changing needs of the older adult community of Longmeadow, the Longmeadow Adult Center building use between 8am-4pm will be reserved for programs which benefit age 55+ only. Partnerships with groups or organizations wishing to provide programming for seniors will be considered on a case-by-case basis. Any group or instructor providing programming, where an entrance fee is charged, will be asked to contribute a portion as determined by the Director/Assistant Director.

Rentals: All persons or organizations interested in renting the Longmeadow Adult Center space must complete a Building Use Application no less than 30 days prior to your event date.

Rental Categories: Rental availability and cost will be determined by the user category assigned by the Director/Assistant Director and in the following priority:

- a.) Use by (1) the municipality or (2) by local groups and local non-profit organizations for programs that are solely for the benefit of Longmeadow seniors for non-commercial purposes only AND no entrance fee or membership fee can be charged.
- b.) Use by non-profit tax-exempt organizations in Longmeadow or local groups whose membership is composed primarily of Longmeadow residents. Non-commercial purposes only.
- c.) Use by any other non-profit organizations or groups outside of Longmeadow. Use must be for non-commercial purposes only. Verification of 501C(3) status may be required at the time of application.*
- d.) All other uses including private and for-profit entities.*

*Category C and D: Users are required to furnish proof that they have a suitable liability insurance policy covering any and all claims. Such insurance shall provide for minimum claim coverage of one million dollars (\$1,000,000.00) per event.

****Category B, C, and D: Users are required to pay an hourly Custodial Fee M-F and an hourly Overtime Custodial Fee on Saturdays, in addition to the hourly rental fee. Custodial fee is determined by Longmeadow Department of Public Works and is subject to change.**

Weekday: Regular Adult Center business hours, Monday- Friday 8a-4p
Weeknights Monday- Friday, 4pm to 8pm
Weekends Saturdays 10 am – 2 pm, subject to change

Security deposits: Security deposits of \$150 for the Adult Center Gymnasium, and Multi-Purpose Room and \$50 for any Classroom reservation must be received at the Adult Center office, upon application. All checks should be made payable to Town of Longmeadow. The Security Deposit covers potential damages and is refundable after satisfactory inspection and successful conclusion of rental. 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.

Rental Fees: All rental fees are due to the Adult Center office no later than two weeks prior to the event date or the reservation will be subject to cancellation.

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 Adult Center office of any cancellation to effectively schedule staff. 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.

Custodial Service: Depending on the size of your event, there may be additional charges for custodial services and/or extra staffing to monitor the building. These charges will be estimated at the time of your rental application. When multiple groups are renting space during the same time frame the cost of custodial fees will be shared between these groups. *Exception to stated custodial rates will be made for other Town Departments, who will process and pay actual custodial charges without any administrative burden on the Longmeadow Adult Center.*

Limited audio/visual equipment is available in the Multi-Purpose Room for use by renters for an additional fee per rental date of \$25. This equipment includes: one built-in ceiling projector; one drop-down projector screen; built -in sound system; one DVD player; one cordless microphone; one wired microphone; one lavalier microphone; various A/V hookup connectors and power cords/strips. If A/V or IT assistance is required during the time of the rental, an additional \$25/hour (one hour minimum) will be charged.

Longmeadow Adult Center Building Use Terms and Conditions

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

1. The Council on Aging Department reserves the right to cancel building activities due to Town Elections/meeting usage, weather or other emergencies.
2. Users in Categories C and D are required to furnish proof that they have a suitable **liability insurance** policy covering any and all claims. Such insurance shall provide for minimum claim coverage of one million dollars (\$1,000,000.00) per event. 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.
3. 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.
4. 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 Adult Center Director or his/her designee at least 48 hours prior to said rental. 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.
5. Should **damage** be incurred during the use of the facility the applicant must immediately inform the custodian/building supervisor. 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. Any damage during the event will subject the event to immediate termination at the discretion of the custodian/building supervisor. Rooms must be returned to their original condition. Failure to do so will result in an additional \$75 fee to return the room to its original condition.
6. **Alcoholic Beverages:** May be served ONLY if a one-day liquor license is granted by the Board of Selectmen. A minimum of one (1) month is required by the Selectmen office to process. "Liquor Liability" Insurance Coverage is required. This insurance is your responsibility. Fees for this insurance can range from \$300 and up, depending on your situation. You must provide the Town with a certificate of insurance on which the Town is listed as an additional named insured. This certificate is required prior to picking up your license. Please ask an Adult Center staff member for an application, or contact the Selectmen's office, (413) 565-4110. The Adult Center will assess a surcharge of \$100.00 for having alcoholic beverages on the premises. Additionally, the Select Board's Office charges a \$50.00 fee, payable when you pick up your license. Violators of this policy will face penalty.
7. **Food and Beverage:** Federal Food Code States that no hot or cold foods prepared at a home are allowed to be served at the Adult Center during any functions with the exception of non-perishable items. Foods may be served if prepared by a licensed vendor. Examples: Food prepared by Caterers or Restaurants. Non-alcoholic beverages purchased in sealed containers.
8. Food and beverages may be sold or consumed only in the designated area approved on the application. **Kitchen Demonstration Area in Classroom 3:** Kitchen may only be used under the Supervision of a ServSafe and Allergy Awareness Manager. All kitchen equipment must be properly washed and put away in original locations. All appliances must be turned off.

9. There must be no alterations, changes or additions to the building or electrical system. The use of candles or space heaters is prohibited. No personal electronics or appliances allowed unless approved by Director. No alteration of the building temperature.
10. 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.
11. No gambling, no overnight parking, no smoking, and no storage of private property or personal belongings.
12. Building must be vacated promptly at the expiration of the rental period. Custodians/building supervisors are not allowed to permit use of town property before or after hours applied for.
13. Your reservation receipt acts as your permit.
14. No animals allowed in buildings, except service animals.
15. **Gymnasium:** 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 in a re-sealable container for team players such as a water bottle and/or sports drink.
16. 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.
17. The Town of Longmeadow Council on Aging Department reserves the right to accept or reject any application to use building, equipment and facilities under their control. 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 or which may cause harm to the inhabitants of the Town of Longmeadow. Notice: The Office of Campaign and Political Finance has deemed that Town owned 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.

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

Your signature indicates that you have been given, understand, and accept Pages 1 and 2 of the Rental Terms and Conditions.

Signature _____ Printed Name _____
Date _____