

**TOWN OF EAST LYME
PROPERTY USE REQUEST FOR EAST LYME
MUNICIPAL FACILITIES**

Date of Requested use: _____ Day of the week: _____

Group requesting use of the facility: _____

Which room(s):

- A) Activity Room (Lee, Beckwith, OR Smith-Harris)
- B) Meal Site
- C) Kitchen
- D) Senior Day Room
- E) Olive Tubbs Chendali Room
- F) Youth Center

Please indicate the facility you would like:

Time of day: (from) _____ (to) _____

How many weeks, **(limit-12 weeks)**: (from) _____ (to) _____

Purpose of use: _____

Number of participants expected (per session): _____

Special considerations of equipment requested _____

Insurance Coverage: Users are required to present a certificate of liability insurance coverage for the dates/times public facilities to be used in the amount of **\$1,000,000.00** (one million dollars). Proper proof of insurance must be submitted with this application prior to the event.

For business, commercial and corporate users, including nonprofit: The Certificate of Insurance must name the Town of East Lyme as "an additional insured" and as the certificate holder for the requested event/activity. (Attachment A)

For Individuals not having commercial insurance, the Certificate of Insurance must show the event or facility to be used with the date of use as being insured and the Town of East Lyme as the Certificate Holder. This can be accomplished by purchasing a policy through an Insurance Agent or by purchasing a policy through the TULIP program. (Attachment B)

The requirement of insurance may be waived by vote of the Board of Selectmen.

Payment of fees: Users will be required to pay the room fee and associated extra costs five (5) working days before the start of the event. If a custodian is required outside of normal building hours, a minimum of three (3) hours of custodial coverage must be paid while paying the room fee. Additional Custodial hours will be billed after the event.

If payment is not made within 30 days, the user will be liable for an interest charge of one percent (1%) per month from the invoice date on the unpaid balance along with costs associated with the collection of such fees. A security deposit of \$150 is required for groups larger than 50 and is due 14 days prior to the event. The deposit will be applied directly to the final bill unless there are any cleanliness/maintenance issues. In those instances, the security deposit will be used to offset any of these costs and any remaining amount will be applied to the final bill.

Agreement: It is understood and agreed that by signing this document, the undersigned and/or represented group will adhere to the policies and regulations of the Town of East Lyme. The undersigned further understands the Town of East Lyme is **not responsible** for any claims now or in the future for any personal injuries or property damage resulting from this activity, and further, the undersigned does have sufficient insurance in their name to guarantee this.

Please print the following information:

Today's date: _____

Name of person responsible for activity: _____

Address: _____

Phone #: _____ Alternate Phone #: _____

Email Address: _____ D.O.B. : _____

Other Persons Responsible (if any): _____

Signature of Person Responsible for Activity _____

Please clearly indicate below how you would like the room arranged for your function:

Procedures for use of community rooms at East Lyme Community Center / Public Library

1. Public rooms at the East Lyme Community Center are:

- A) Activity Room (Lee, Beckwith, OR Smith-Harris)
- B) Senior Meal Site
- C) Kitchen
- D) Senior Day Room
- E) Olive Tubbs Chendali Room
- F) Youth Center

User groups wishing to use public rooms will be assessed the following fee per event or meeting, not to exceed four hours:

- a. **\$150.00** Activity Room or Youth Center
- b. **\$50.00** Senior Meal Site, Senior Day Room, Olive Tubbs Chendali Room,
- c. **\$50.00** Use of large kitchen, stove, sinks, coffee pots, dishwasher. Limited refrigerator space. Some kitchen utensils are available.

***Please note:** User group will be assessed a fee of **\$25.00 per hour** for **each additional hour** exceeding the first **four** hours

***Please note:** Use of these facilities outside of normal building operating hours will result in custodial charges set forth in paragraph 6 of these procedures.

2. Proof of insurance will be required prior to the event date. Payment of charges and security deposit (as required) is required five (5) working days prior to the event date.

3. Consumption of alcoholic beverages is prohibited, unless waived by the board of selectmen.

4. Garbage removal is the **responsibility of the user group**. Plastic bags will be provided by the town and garbage is to be disposed of as directed by the on-duty custodian. Failure to clean up/dispose of garbage **will result in additional fees**.

5. A minimum of one custodian is to be assigned during community use of room(s) and kitchen. Additional custodial staff may be assigned for assemblies involving more than fifty people at one time.

6. The user group will be assessed a custodial fee per hour, per custodian, when a custodian is not regularly scheduled.

The fee structure is:

A) **\$50** per hour for the first eight (8) hours

B) **\$75** per hour for nine hours or more.

7. The user must be specific in requesting exactly what facilities are desired. Approval will be for those specific facilities and rooms only.

8. The Town of East Lyme reserves the right to review all requested uses for compliance with all Town policies.

9. The Town of East Lyme reserves the right to alter charges and/or policy by the First Selectman or his/her designees, and at its discretion.

Town of East Lyme
Policy for charges relative to community use
of room(s) at East Lyme Municipal Facilities

It shall be the policy of the Town of East Lyme to grant use of facilities to all East Lyme municipally empowered groups and Town based groups on a *free-of-charge basis*. This does not, however, relieve the user from any other associated costs, incumbent upon proper use of these facilities, i.e., police for security, fire watch, kitchen staff for cooking, custodians, etc. Such costs shall be the responsibility of the user and shall be the current contractual or prevailing rate, whichever is applicable.

It shall further be the policy of the Town of East Lyme to allow the use of East Lyme Library/Community Center facilities to out-of town, non-profit, or charitable organizations and to consider requests for use by any other business enterprise or individual. Facility fees shall be charged as set by the Town of East Lyme or its designee, (see accompanying "Fee Application" schedule). All other charges shall be determined by the day, date, and/or hours of use; the number of personnel required; the amount of space, the equipment, and/or the utilities used.

Scheduling priority for use of town facilities or rooms in town buildings will be in the following sequence:

Town Board/Agency/Commission; Civic Groups/Organizations; Non-Profit Community Organizations; For-Profit Community Organizations; Private Individuals, defined as taxpayers of East Lyme; Private Business in East Lyme; Private Business out of Town.

The Town will give four weeks notification for cancellation of a scheduled use in case of higher priority requirements.

Any charges or fees may be waived by the Town of East Lyme or its designee if the use is deemed to be in the best interest of the Town of East Lyme, its Boards and/or agencies.

Fee application:

1. East Lyme Town Board/Agency/Commission: No charge
2. Civic Club/Organization (Scouts, Lions, Rotary): No charge
3. Not-for-Profit Community Organization: No charge
4. For Profit Community Organizations, Private Organizations, Businesses, Homeowners Associations and Regional organizations:
Shall incur use charges and any other charges as defined in the statements above.
5. Out-of-Town Organization:
Shall incur use charges and any other charges as defined in the statements above.

Standard Operating Procedures Scheduling of Custodians for the East Lyme Community Center

1. All requests for use of rooms in the Community Center will be submitted to and reviewed by the Parks and Recreation Department's Program Coordinator, Hannah Corrigan.
2. Parks and Recreation Program Coordinator will submit all overtime requests for room usage to the Building Supervisor (Ron Bence) for custodian coverage scheduling.
3. If the Building Supervisor is unable to fill the requested shift, the shift may be filled by members of the Public Works/Parks and Recreation Departments Maintenance Employees. This will be coordinated by the Parks and Recreation Director (David Putnam)
4. No approval for room usage will be granted until proper custodial coverage is arranged.
5. Custodians scheduled for overtime will fill out a separate timecard, and note the activity and hours worked. Employees will use the time clock in the Community Center Kitchen to punch in and out.
6. Timecards must be turned in to the Parks and Recreation Administrative Assistant (Robin Grandieri) for payment.
7. All billing for room usage will be the responsibility of the Parks and Recreation Program Coordinator and will be handled on at least a monthly basis.
8. Room usage fees collected will be deposited into the Town of East Lyme's General Fund, custodial fees collected will be deposited in to the East Lyme Parks and Recreation Special Revenue Fund