

ROSE CITY SENIOR CENTER RENTAL POLICY

Administrative Policies

Building Use Policy

The Rose City Senior Center provides a supportive setting to: encourage social interaction and community networking; promote health and wellness and encourage active lifestyles; provide educational and recreational type programs that encourage meaningful use of leisure time; and provides information, referral, and support to Norwich Citizens aged 55 and older.

Amenities in this 16,000 square-foot facility include a large dining room, large program room, a commercial kitchen and a couple small conference rooms. Space is available by reservation in accordance with this policy and related administrative procedure and policies.

The Rose City Senior Center is a City owned facility and is therefore the property of the citizens of Norwich. Although the priority use of the facility is for City sponsored programs for the aged, the City encourages the use of this facility by responsible community organizations and others when space is available.

It is the policy of the City to charge for some uses to cover a portion of the costs of maintenance/repair, trash removal, replacement supplies and energy costs of operating the facility during non-traditional times.

I. Building Use

- a. The Building User shall check in with the Custodian or Building Supervisor on duty upon entering the building for an event.
- b. The Building User is responsible for clean up after use. Clean up includes throwing all trash in garbage, all recyclables in recycle containers and removing everything brought into the building for the event. These items must be completed by contract end time
- c. Building Users are expected to notify custodian or Building Supervisor in the event of damage and/or large spills. Please call 860-823-3728 weekdays until 4:30pm.
- d. The Building User is responsible for set-up for the event. Items available for use include: Tables, Chairs, podium, and microphone.
- e. The Building User will be charged for any damage incurred during their use of an area.
- f. Children require appropriate adult supervision at all times.
- g. The Building User must confine their activities to their designated rental area(s). It is exclusively the responsibility of the Building user to supervise program attendees.
- h. A City of Norwich employee and assigned Custodian or Building Supervisor will open, supervise and close all facilities. Keys will not be given to any non-staff person. A City

representative shall be entitled to be present in the room or facility during all times it is being used.

- i. In the event that the building is not open at your contracted start time, the _____ shall be contacted at _____ for further assistance.
- j. The City of Norwich, at its discretion, will remove any items left behind by the Building User and/or staff and guests. Such property not claimed within three (3) days can be retained or disposed of by the City in any manner deemed appropriate.
- k. Parking will only be allowed on the Senior Center property including both paved parking areas on each side of the building and the gravel area between the Senior Center and the skateboard park.
- l. All local, state and federal laws and regulations must be obeyed.
- m. Smoking is not permitted in the building.
- n. The consumption of alcoholic beverages is not permitted in the building, parking lot or any other City owned property.
- o. If an event is cancelled for any reason, it is the responsibility of the Applicant to notify their group and/or make announcements over the local radio stations.
- p. Capacity regulations as defined by the Fire Marshal will be strictly enforced.
- q. The sale of items in violation of, or inconsistent with the City of Norwich policies will not be permitted.
- r. Unless specifically designated by the City, there is no on-going storage space available for building users.
- s. The use of propane gas or grills is strictly prohibited inside the building.
- t. Fireworks of any kind are strictly prohibited on the property of the Rose City Senior Center.
- u. No "Sky Lanterns" can be released or launched on the Rose City Senior Center grounds.
- v. No pets or animals are allowed in the building. Working guide/assistance animals are permitted.
- w. Building users may put temporary signage in the front of the building during their event.
- x. No cleats of any kind or sneaker "wheelie" shoes are to be worn inside the building.
- y. Users may not request additional time before or after an event. Users coming in earlier than the arranged start time or after their arranged departure time will be charged additionally. Any Building user requiring additional time beyond their contracted hours,

must be requested in writing and approved by the Building Coordinator at least one (1) week prior to their event date.

- z. At execution of contract a 25% room deposit is due for rental of the Senior Center space.
- aa. All payments, including damage/security deposits must be paid in full according to the rental contract in order to utilize the facility.
- bb. In order to qualify as a Non-Profit user and obtain a reduced rate, Building user/group MUST submit a 501(c)(3)
- cc. The Building is available for use from 7am-10pm on the weekends. Weekday use from 4pm until 9:00pm.
- dd. For Kitchen Users only: All users of the Kitchen are required to provide a copy of their permit from the Uncas Health District.

II. Use of Equipment

- The building user will provide their own equipment and materials. Only tables and chairs will be provided by the RCSC.
- Any damage to tables and chairs or any part of the facility will be charged to the Building User.
- No apparatus, furniture or equipment is to be moved into the facility by the building user without prior approval by the building coordinator, building supervisor or custodian. Large furniture/equipment must be pre-approved by the building coordinator prior to being delivered to the building.
- Public phone is available for use (local calls only). **To access 911 you must dial 9-911**
- No leaning or leaning exercises are allowed against the divided walls at any time. Additionally, the dividing wall should not be used to hold item such a ladders, etc.
- In order to utilize/rent kitchen, building user must rent the Dining Room or Program Room 1 & 2.
- Unless kitchen rental has been previously arranged, the kitchen will be locked and unavailable. Kitchen rental option should be made at time of contract.
- Building Users are not permitted to bring any inside furniture outdoors.
- Building Users having party ware such as dishes, linens, etc. delivered should have them delivered at the start of their event and picked up at the close of their event. If other arrangements are necessary, the building user must obtain permission form the building coordinator who will attempt to accommodate early deliveries and/or late pick-ups of items. This service is based on availability and cannot be guaranteed. (Renters needing special accommodations for delivery pick up should make their request to the building coordinator one (1) business week prior to the event

date. The City of Norwich takes no responsibility for items left inside or outside of the facility for rental/event use. City staff will not sign delivery/pickup paperwork.

III. Use of Decorations

- Only mounting clay can be used on painted or wallpapered surfaces, including walls, window frames, door, etc....Use of tape, thumbtacks, nails is strictly prohibited.
- Items may not be attached to ceilings due to the complexity of the ceiling tiles, lights and sprinkler system unless previously approved by the facilities supervisor and done by professional event staff.
- Due to fire hazards, all open flames (candles, etc.) must be enclosed. All candles and sterno candle lamps etc. that will be ignited must be done so by an individual over the age of 18 (building users are encouraged to use battery operated candles.)
- When using sternos, linen table clothes are required.
- Any decoration, table, chair, platform, etc. may block no fire exit...
- Balloons may be used in public areas of the facility. However, all balloons and ribbon/string must be removed at the end of the event.
- The use of confetti is prohibited.
- The use of a fog machine is prohibited.
- Rice may not be thrown in or around the facility; however birdseed may be used outside on the grass area only, not on the patio.
- All decorations and mounting materials must be removed in their entirety at the end of usage of the facility. (Only mounting clay can be used on painted or wallpapered surfaces including wall, window frames, door, etc. Mounting materials, which would harm the facility, are not allowed).
- String lighting and or any other decorations that must be plugged in must be approved by the facilities coordinator, building coordinator, and or custodian (Building users are encouraged to use battery operated string lighting and decorating devices.)
- Building user shall not use tape of any kind to tape down/secure cords for amplifiers, sound system, etc. See custodian for assistance in these matters.
- Should the building user need a large banner hung, or decorations that require the use of a ladder by non-professional decorating staff, a RCSC custodian will assist at an additional cost. This must be pre-arranged with the building coordinator 10 business days prior to the event.

IV. Priority of Use

Town Sponsored Program and Events

First priority shall be for programs and activities initiated, sponsored or co-sponsored by the City of Norwich Human Services, Parks and Recreation and other city departments and agencies

Board of Education Programs and Events

Second priority of use shall be for programs and activities initiated and sponsored by the Board of Education

Non-Profit Group A

Non-profit groups connected to or associated with the City of Norwich that benefit city residents exclusively.

Private building users

All other uses by persons or entities sponsoring functions such as birthday parties and business meetings.

Group D

All uses by persons or entities sponsoring private functions such as birthday parties, and business meetings.

Group B

501c (3) non-profit groups whose primary purpose is to benefit the City of Norwich community. This category includes local non-profit groups such as service clubs; independent youth sports groups, scouting troops, and civic organizations. This also includes recognized local political committees.

Group C

501c (3) non-profit groups not directly associated with the city of Norwich that serve members of the Norwich community but also the wider region. This category includes but is not limited to, houses of worship, regional non-profit agencies, and regional serve and civic groups. This also includes official class reunions.

*Groups cannot run re-occurring programs as if they are using the center as their place of business, e.g.; every Friday night Zumba classes)

**An applicant cannot sponsor another group or relieve an organization of its fee requirement for the use of the facility if that organization would not have been eligible under its own application.

For information on room availability and fees refer to the RCSC Schedule B: Fees and Charges.

Any applicant whose application for use has been rejected may appeal the decision to the Director of Human Services. A decision by the Director of Human Services may be appealed to the City Manager.

V. Conduct and Safety

The applicant is responsible for the conduct of all participants and guest. The applicant and or their representative must remain on the property throughout the function and must maintain control at all times.

The number of required representatives will be designated by the human services department. Name and contact info of all designated persons in charge must be submitted with the application and they will be held responsible for the conduct of the participants and for any property damages. City staff members are not supervisors of children or adults.

The town reserves the right to remove from the premises any person or persons whose activities are detrimental to the health and safety of the community or the conditions of the premises. Activities which will which will not be permitted include but are not limited to activities which are unlawful in nature and/or activities which are inconsistent with the health and welfare of the general public and or the policies delineated by the City of Norwich.

VI. Liability & Insurance

Applicants, as required by the City Manager or his designee, not included under the City of Norwich's Blanket Liability Insurance Coverage will be required to furnish evidence of insurance coverage meeting the town's requirement for personal injury and property.

Damage Single Limit Liability, in the amounts established by the City, to which the City will be an additional named insured. If they do not have such insurance an additional fee will be charged, as determined by the City Manager or his designee. Any activities, which are specifically excluded by the City of Norwich's insurance policies, are prohibited.

The applicant that uses the building and grounds will agree to defend, hold harmless and indemnify the City of Norwich, its employees, officers and representatives against any claim or damage to the property or equipment by any person or persons attending the activity and for any injury to person arising from the use of the facility by the applicant.

Any applicant found abusing property or failing to comply with any requirement of this policy may be faced with immediate termination of their activity and or denial of future use of the facilities.

VII. Fees and Charges

Rental fees shall be in accordance with schedule B fees and charges for the city of Norwich Rose City Senior Center. Room reservation, damage and cleaning deposits shall be addressed in accordance with applicable administered procedures. Subject to the nature and requirements of specific events, additional fees may be assessed for services such as event, building and kitchen supervision, special set ups, cleaning, insurance as required.

VIII. General

Applicants and Building Users shall be responsible for the collection and payment of any and all taxes applicable to a particular program, event, fundraiser, or other applicable activity.

VII. Administrative Procedures

Administrative procedures consistent with the provisions of this policy, shall be established and administered by the City Manager and or his designee.