

Farmington Community Center Guidelines

Introduction

The mission of the Farmington Community & Senior Center, located at 321 New Britain Avenue, is to provide facilities for groups and organizations to engage in social, recreational, educational, cultural activities that benefit our community. During the daytime (Mon-Fri from 9:00am to 4:00pm), the building operates as a Senior Center, Town departments and administrative business will be given second priority. Use of the Community Center during the evening (Mon-Fri 4:00pm-10:00pm) or weekends (Sat-Sun 8:00am – 10:00pm) must be scheduled through the Senior Center Office.

Fee uses are determined by the Town Council to cover a portion of the costs of maintenance/repair, replacement of supplies, energy costs of operating the facility, and general wear and tear.

Reservations

Any use of the facility requires a reservation. Reservations are made as follows:

Please Email, Fax, Mail or Deliver the application form to:

Farmington Community & Senior Center
321 New Britain Avenue, Unionville, CT 06085
Phone: 860-675-2490x5 Fax: 860-675-2560
Email: boucharda@farmington-ct.org

Reservations shall be made using the **Building Use Application**, which can be found on the town website. <http://www.farmington-ct.org/>. Any fees or deposits required must be paid prior to the event. Checks must be made payable to the Town of Farmington. Please issue separate checks that may be refundable to the organization.

ANY ENTITY CLAIMING NON-PROFIT STATUS MUST PROVIDE A TAX EXEMPT NUMBER.

Condominium Associations are considered for-profit in that they function to manage private property. Room use by non-Farmington groups/residents falls under the higher fee schedule, regardless of tax status.

Priority Use and Cancellation

The Town of Farmington has priority use of the building which could result in a cancellation or need to reschedule an event. Acting in good faith, the Town may cancel a meeting or event in circumstances where the space requested is closed for maintenance and repairs, becomes unsafe for the intended use or room use is inappropriate. Such circumstances include but are not limited to, significant weather events, power outages, natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. The Town will attempt to give you reasonable notice of the cancellation. The Community & Senior Center Staff should be notified at least 72 hours prior to a cancellation by an organization.

The Town of Farmington reserves the right to refuse/restrict/cancel the use of any room for the following reasons:

1. The room/meeting space is closed for maintenance and repairs
2. The Town Public Works Department closes the parking lot and/or access to the building due to snow or ice removal.
3. The requested use is not in line with the Town of Farmington and/or Farmington Community Service's Mission and Policies.
4. At this time, the Town of Farmington does not permit use for private events.

Access to the Building after Regular Hours

All groups must designate a responsible individual, 21-years or older, who will be solely accountable for the unlocking of the Community Center. This individual's name will be given to the Farmington Police Department, located at 319 New Britain Avenue, so that they may pick up and sign out the key. The **key must be returned** to the Police Department. Responsibility to lock the building will be done by the Police Department.

Equipment

All equipment needed must be indicated on the Building Use Application at the time of reservation. All set up and take down of tables and chairs are the responsibility of the persons/group reserving the room unless indicated on the application that staff will be hired to do the setup and breakdown.

All tables should be handled by at least (2) two people in setting up and taking down, to avoid bodily injury and the damaging of tables.

Occupancy limits for the meeting rooms must be observed. Emergency exits must remain clear at all times. Large events may require approval from the Town Manager, the Fire Marshal and the Police Department.

Loss of Property

The Town is not responsible for storage of articles or supplies associated with an event and do not assume responsibility for the personal property of individuals utilizing the Community Center.

Standards of Conduct

All events must comply with all applicable laws and regulations of the State of Connecticut and the Town of Farmington, including but not limited to, Safety, Fire and Zoning Laws and Regulations. The Town reserves the right to terminate any use that is not in compliance.

Smoking, and the use or sale of illegal drugs is prohibited anywhere on the property or in the facilities.

No person shall be allowed to have firearms, knives, explosives or any other weapons in the facility or on the premises at any time.

Kitchen Use

The Community Center offers a commercial kitchen available for rental. Kitchen use is only available for rentals occurring in the Community Room. Access to the kitchen requires payment of an additional fee, otherwise the kitchen will be locked.

Food is to be confined in rooms A, B & C only.

Use of Alcohol

Special events scheduled in the Community room where alcohol may be served shall require the pre-approval and the necessary license(s). Such events shall require copies of an Off-site liquor license, a liquor permit, and the Insurance Certificate of Liability.

Raffles

The State of CT requires a permit for raffles.

Tickets

CT Sales tax is to be collected on tickets sold for an event unless the organization has a federally approved non-profit status and is exempt by the State of CT.

Decorations

1. All decorating is to be done by the Renter or their designee.
2. Affixing anything to the floor, ceiling, or lights is not permitted.
3. If you are planning to hang items on the walls, you must use mounting putty.
4. Standing on chairs or tables is strictly prohibited.
5. Decorating the public areas (bathrooms, entrance, lobby, etc.) is not permitted.
6. Emergency exits and doorways must not be blocked.
7. Glitter or other like items is strictly prohibited.
8. All decorations must be removed at the conclusion of the event.
9. Storage of items overnight is not permitted as they may impact the next day's activities.

Event Insurance

Town affiliated and town sponsored groups will be covered by the Town of Farmington insurance.

All other groups (non-profit or profit), must provide a certificate of insurance with at least \$1,000,000 per occurrence general liability coverage including bodily injury, personal liability, and property damage. The Town of Farmington must be named as the additional insured on the certificate. It must indicate that meetings or events are held at the Community & Senior Center, 321 New Britain Ave., Unionville, CT 06085

Failure to Comply

Failure to comply with this policy and all applicable procedures, rules and regulations related to the use of the building and grounds may lead to one or more of the following actions by the Town of Farmington.

1. Immediate removal of the individual and/or group of individuals responsible for the conduct without a refund of fees charged for use.
2. Loss of any or all deposits charged for building use.
3. Denial of future use privileges for the individual or organization.
4. Fee assessment to cover any damages or loss of income/usage of the building to the Town.