

NORTHAMPTON SENIOR CENTER BUILDING USE POLICY

In accordance with its mission, Northampton's Senior Services Department is obligated to ensure that the Senior Center is adequately maintained, all operating costs are covered, and that it is available to serve the needs of seniors in the greater Northampton area. To meet this obligation, effective September 4, 2018, rental space is not available to the public during the center's operating hours, except for periodic use for needs of the City of Northampton. Building use during program hours will be reserved for programs that benefit seniors and city needs only. Partnerships with groups or organizations wishing to provide programming for seniors will be considered on a case by case basis. As a non-profit, we rely on partnerships, sponsors, and volunteers to provide a wide variety of programs, classes and services. Any group providing programming, where an entrance fee is charged, will be asked to contribute an hourly rate to be determined by the Director.

Rentals: All persons or organizations interested in using the Northampton Senior Center facilities outside of program hours must complete a Building Use Application. In order to accommodate your request, please submit this application no less than 30 days prior to your event date. Without ample time, we cannot ensure the availability of staff for your event.

Rental Categories: Rental availability and cost will be determined by the user category assigned to each group by the Director and in the following order of 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 Northampton seniors. Use must be for non-commercial purposes only AND no entrance fee or membership fee can be charged. *(This category is only assigned through specific partnerships arranged with the Director to supplement programming).*

B. Use by non-profit tax-exempt organizations in Northampton or local groups whose membership is composed primarily of Northampton residents. Use must be for non-commercial purposes only.

C. Use by any other non-profit organizations or groups outside of Northampton. Use must be for non-commercial purposes only. Verification that an applicant organization is a bonafide non-profit organization with tax-exempt 501 C (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, which may arise from the use of the Senior Center. Such insurance shall provide for minimum claim coverage of one million dollars (\$1,000,000.00) per event.

Rental Hours: (2 hrs. minimum required) Note: A 3 hr. minimum rental fee is required for groups of 50+ people and/or where food is being served to cover extra custodial costs. On-site catering is required for all events wishing to serve food (except snacks served in private groups).

Please inquire about our catering menu and prices.

Mondays & Wednesdays : 5:00 pm - 10:00 pm

Tuesdays & Thursdays: 7:00 pm - 10:00 pm

**Saturdays : 8:00 am - 5:00 pm (Mid Nov-May: Great Room not available)
5:00 pm - 10:00pm (year-round)**

Building Use Fees: Our hourly rental rates for the spaces available outside of operating hours have been increased to cover custodial services, staffing and utilities. Use of A/V resources, technical support, and catering services will generate an additional fee.

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. All users, regardless of category, will be required to reimburse the Northampton Senior Center for any additional expenses incurred for custodial services. When the building is open, the Director, or his/her designee, shall determine if additional cleaning is required. All groups shall be charged the actual rate of pay for additional custodian(s) assigned to work.

When multiple groups are renting space during the same time frame the cost of custodial fees will be shared between these groups.

Great Room (up to 150)	A) \$0	B) \$30	C) \$40	D) \$50
Front Room (40 max)	A) \$0	B) \$30	C) \$40	D) \$50
Classroom (20max)	A) \$0	B) \$30	C) \$40	D) \$50

For further information please contact us by email at seniorservices@northamptonma.gov with "Rental" in the memo line, or call 413-587-1232. Catering menu and prices are available upon request.

- **Paperwork:** All users must sign the Building Use Agreement and submit all required documentation, no later than 30 days prior to date of rental. **Insurance/Indemnification:** Groups in categories C & D are required to furnish proof that they have a suitable liability insurance policy covering any and all claims, which may arise from the use of the Senior Center. Such insurance shall provide for minimum claim coverage of one million dollars (\$1,000,000.00) per event.
- **Payments:** All users must send a deposit of 25% prior to the first rental date in the agreement or may pay in full. Renters will receive an invoice for the balance due immediately following completion of the rental period. Different payment arrangements may be made for long-term rentals at the discretion of the director.
- **Cancellations:** Minimum of 30 days notice is required for cancellations with no penalty, and with full return of the deposit and/or payment. Cancellations with less than 30 days notice will result in forfeiture of the deposit.
- **Inclement Weather:** In the event that the center is closed and prevents the rental from taking place, the rental may be rescheduled one time in cooperation with all other scheduled programs and rentals. If the event cannot be accommodated by rescheduling, prior deposits will be refunded.
- **Room Use:** Users are responsible for the set up and break down of the room. Appropriate tables, chairs and other needed furniture will be provided, in accordance with the rental agreement. 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.
- **Audio/Visual Equipment** is available in the Great Room for use by renters for an additional fee per rental date of \$25. This equipment includes: one built-in wireless 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.
- **Tech Support:** If A/V or IT Assistance is required during the time of the rental, an additional \$25/hour (one hour minimum) will be charged. Alternatively a representative of the group may come in during our open hours for a walk through on use of equipment.
- **Food:** Private groups and individuals may bring in snacks for their own consumption. We ask that groups be responsible for leaving the room as it was found, alerting the staff about spills etc. For events where the public is included No outside food is permitted. For instance a private group (for group members only) may bring their own snacks to share, but during a performance where the public is invited only catering from a commercial kitchen would be permitted (per Board of Health guidelines). In these instances we offer a full catering menu and extra custodial services. The center's kitchen is not available for use or storage of food by any groups renting space.
- **Storage of Equipment:** We are unable to provide any storage space for any reason.