

# Town of Falmouth Gus Cnty Community Center

Falmouth Recreation Department / 790 Main Street, Falmouth, MA 02540 / Phone 508.457.2567 / Fax 508.457.2548

## Building Use Form

Date of Application: \_\_\_\_\_

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Event: Please indicate if this event will be a reoccurring event (weekly/monthly and which day(s)).

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Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Meeting Start Time: \_\_\_\_\_ Meeting End Time: \_\_\_\_\_

How much time do you need to set up before your meeting? \_\_\_\_\_ Breakdown? \_\_\_\_\_

Room Request: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Number of persons to attend: \_\_\_\_\_ Is event intended to be profit making? \_\_\_\_\_

Is Admission to be charged? \_\_\_\_\_ If admission is charged, how much? \_\_\_\_\_

### **Room Fees:**

Falmouth based civic groups, recreational clubs and national organizations (such as Boy Scouts/Girl Scouts) shall have no fee. Other civic groups or other organizations that charge admission for an event in one of our meeting rooms shall pay a \$25.00 per hour room fee. (\*Building Use Form required, approval at the discretion of Recreation Director).

### **Gym and Teen Center Fees:**

Non-Profit group: \$50.00 per hour, Profit group: \$50.00 (one gym), \$100.00 per hour (both gyms)

Profit group charging admission to an event. \$200.00 (gym) per hour. (Approved by Recreation Committee on 1/12/2011).

(\*Building Use Form required, approval at the discretion of Recreation Director).

Additional custodial fees may apply.

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## **INSURANCE REQUIREMENTS**

The Town of Falmouth has established a Certificate of Insurance (COI) requirement for certain facility users, vendors, and contractors who use the Gus Cnty Community Center. Before commencing use of the building the Falmouth Recreation Department must be furnished with a COI. The certificate of insurance should contain the following:

1. The Town of Falmouth named as the additional insured.
2. The minimum limits of liability per occurrence must be \$1,000,000.

### **HOW IMPORTANT IS THE CERTIFICATE OF INSURANCE?**

The insurance requirement should be your first priority because your event, meeting or activity will not be approved or scheduled until a complete COI is received. Please call 508.457.2567 if you have any questions as to whether your group is required to provide a COI.

## **Policies and Rules for Public/Private Use of the Gus Canty Community Center**

Must be 21 years of age; certify that he/she is an authorized representative of the requesting organization and that he/she will assume responsibility for conforming to the following department rules and regulations and is a Falmouth resident.

Comply with all applicable laws of the Commonwealth of Massachusetts and the Town of Falmouth; obtain all necessary licenses, comply with Internal Revenue Service Requirements when admission is charged.

Your group is held responsible for any damage to department property.

Must confine members of his/her group and spectators to the designated areas.

Must be present for the entire activity and be responsible for the decorum of those present.

Comply with requests of the Recreation Department staff in charge regarding use of facility.

Consumption and service of food shall be restricted to kitchen areas of the building.

Activities or use of equipment that might damage the centers property is strictly prohibited.

Flammable materials must be restricted and care must be taken to avoid overload of electrical facilities or department equipment.

The licensee will not make any alterations to electrical facilities or department equipment.

Department furniture or equipment will not be moved without consent of authorized staff.

Nothing shall be affixed to walls which might mar or damage them.

**Please leave the room assigned to your group the way you found it. Put all tables and chairs back to their original location. (See attached diagram).**

**Keep windows shut if A/C or heat is on. Turn off all lights at the end of meeting/activity.**

Please keep the time slot allowed to your group, as the building is very busy. Do not run over your allotted time.

Groups will not be allowed to have their meetings in the corridors due to fire safety codes.

**The Recreation Department reserves the right to move any group if the space is needed for a Town of Falmouth activity or special event. Please verify the white scheduling board before EVERY meeting to ensure your group is in the correct room.**

Dances held in the Gus Canty Center gym have specific guidelines. See Director for details.

**No smoking is permitted in the building or on grounds of the Gus Canty Community Center.**

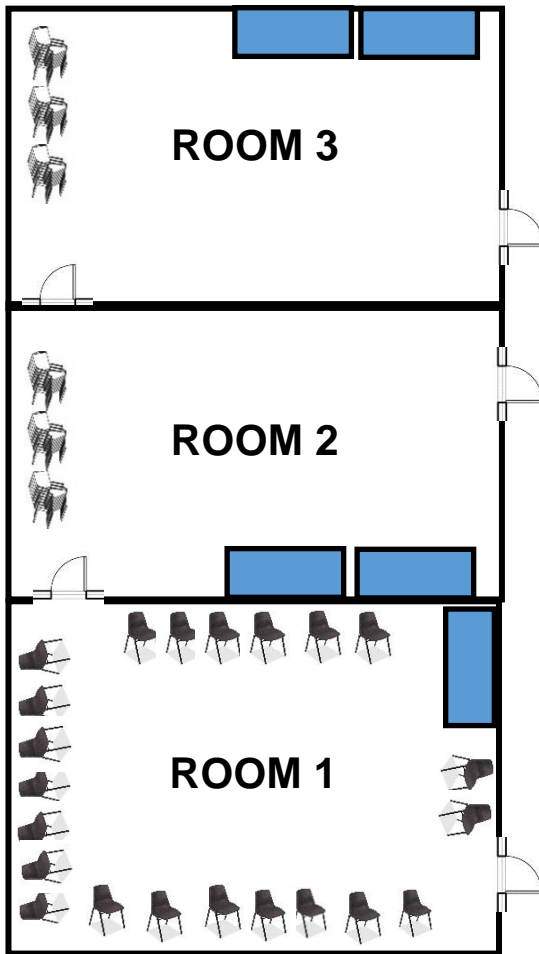
Indemnification. The undersigned organization/individual hereby agrees to hold the Recreation Committee, Recreation staff and Town of Falmouth harmless from and to indemnify them against all costs, damages, losses, claims and expenses incurred, directly or indirectly, a result of such organizations or individual use of the Gus Canty Center. Such costs, damages, losses, and expenses shall include, without limitations, any damages to the meeting room or any part of the Gus Canty Center, building, grounds, the cost of employee overtime, cost of police detail if deemed necessary by the Recreation Committee or director on account of any alleged injury related to the space used. In consideration of the use of the space in the Gus Canty Center, the undersigned organization or individual, for itself and each and all of its members, hereby releases, remises and waives any and all claims which they, or any of them, ever will or may have against the Recreation Committee, the Town of Falmouth and or Recreation staff for any injury to persons or damages to property suffered by such group or any of its members during or result of the use of space in the Gus Canty Center, except insofar as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any persons belonging to or acting on behalf of the Recreation Committee, the town government of the Town of Falmouth or the Recreation staff. The undersigned on behalf of the organization or individual using the Gus Canty Center acknowledge(s) receipt of the copy of this building policy and agree(s) to abide thereby.

**I have read the above rules and regulations and agree to comply.**

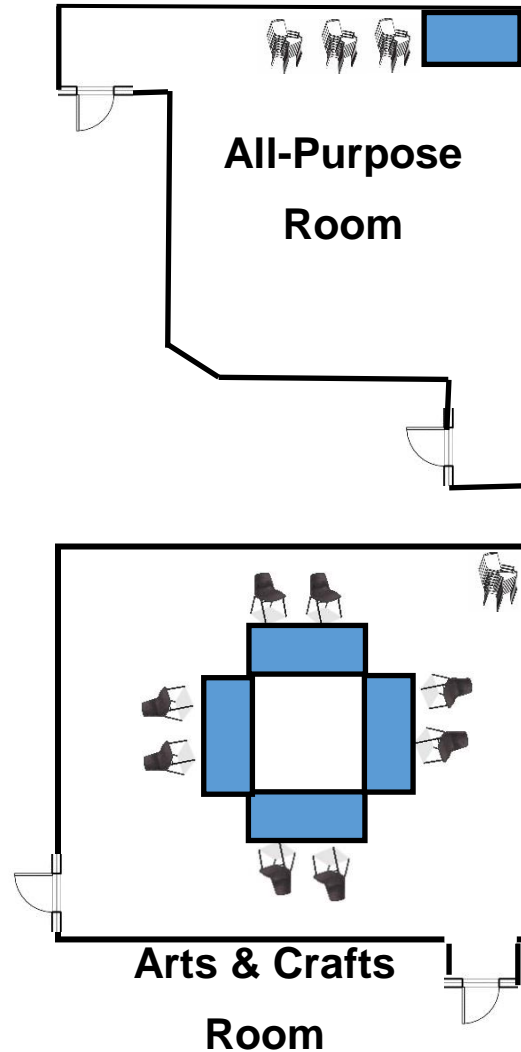
X \_\_\_\_\_ Date: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Signature of Person who is responsible for Gus Canty Center Use**

## Upstairs Rooms



## Main Floor Rooms



## Meeting Room Rules

If you use it, you are responsible to:

- Clean up after use, including putting all trash in the garbage.
- Wipe table with a damp rag when necessary.
- Return the table and chairs back to their proper location. (See diagram)
- Erase the white/chalk board.
- Turn the lights off.

We do not have a custodial service to clean between meetings, so your attention to these simple details will be appreciated by the next user.

### Upstairs Rooms:

**Room 1** ~ Chairs around the perimeter and one 6ft. table.

**Room 2** ~ Chairs stacked and two 6ft. tables.

**Room 3** ~ Chairs stacked and two 6ft. tables.

**\*\*\*There are extra (6ft. & 8ft.) tables upstairs in the hallway if your group/meeting needs them. At the end of your group/meeting please put them back where they belong.\*\*\***

### Main Floor Rooms:

**All-Purpose Room:** ~ Chairs stacked at the back of the room and one 6ft. table.

**Arts and Crafts Room:** ~ Chairs stacked in the corner and four 6ft. tables in the middle with 8 chairs around the tables.

**Please note—diagrams are not to scale and are not exact replicas of the rooms.**