

**Glastonbury Riverfront Community Center  
SCHEDULE OF FEES AND CHARGES  
Effective July 1, 2009**

**ROOM RENTAL CHARGES**

<b>ROOM</b>	<b>GROUP A</b>	<b>GROUP B*</b>	<b>GROUP C</b>	<b>GROUP D</b>
<b>COMMUNITY ROOM**</b>	No Fee	<b>\$80/hr.</b> (hour 1-4) <b>\$50/hr.</b> (additional hours)	<b>\$110/hr.</b> (hour 1-4) <b>\$75/hr.</b> (additional hours)	<b>\$160/hr.</b> (hour 1-4) <b>\$100/hr.</b> (additional hours)
<b>MULTI-USE I OR II**</b>	No Fee	<b>\$48/hr.</b> (hour 1-4) <b>\$25/hr.</b> (additional hours)	<b>\$70/hr.</b> (hour 1-4) <b>\$38/hr.</b> (additional hours)	<b>\$95/hr.</b> (hour 1-4) <b>\$50/hr.</b> (additional hours)
<b>KITCHEN</b>	No Fee	<b>\$50</b> (flat fee)	<b>\$75</b> (flat fee)	<b>\$100</b> (flat fee)
<b>PATIO</b>	No Fee	<b>\$75</b> (flat fee)	<b>\$100</b> (flat fee)	<b>\$125</b> (flat fee)
<b>EXERCISE ROOM</b>	No Fee	<b>\$30/hr.</b>	<b>\$40/hr.</b>	<b>\$60/hr.</b>
<b>ACTIVITY ROOM</b>	No Fee	<b>\$30/hr.</b>	<b>\$40/hr.</b>	<b>\$60/hr.</b>
<b>GROUP ROOM I OR II</b>	No Fee	<b>\$20/hr.</b>	<b>\$30/hr.</b>	<b>\$40/hr.</b>
<b>CONFERENCE ROOM</b>	No Fee	<b>\$25/hr.</b>	<b>\$35/hr.</b>	<b>\$50/hr.</b>

\*Group B shall have up to ten (10) hours of use per fiscal year with no room rental charge. The 10 hours will include not more than 1 use of the full Community Room per fiscal year. The 10 hours will also include not more than 1 fund raiser per fiscal year. These uses are not guaranteed but are based on availability of space. Non-rental uses will be assessed a staffing fee for building supervision, event supervision, kitchen supervision and/or cleaning if required.

\*\*The Community Room and Multi-Use I and II (1/2 of community room) have a four hour minimum rental fee on weekends. Weekends use is defined as after 4:30 p.m. on Fridays, all day Saturday and Sunday.

**ROOM RENTAL DEPOSIT:** Twenty-five percent (25%) of the full rental cost is due within 7 days of reservation. This deposit will be subtracted from the total room use cost.

*Balance due 120 calendar days prior to the event for Community Room and Multi-Use I or II / 60 days for all other rooms*

**OTHER DEPOSITS:** All users will be assessed a room damage and cleaning deposits which will be refunded minus balance due within thirty (30) days following the event.

	<i>Alcohol/Non Alcohol Event</i>	<i>Alcohol/Non Alcohol Event</i>
<b>Community Room:</b>	Damage Deposit: \$300/\$200	Cleaning Deposit: \$200/\$100
<b>Multipurpose Room I or II</b>	Damage Deposit: \$200/\$100	Cleaning Deposit: \$100/\$50
<b>Exercise Room and Activity Room:</b>	Damage Deposit: \$50	Cleaning Deposit: \$50
<b>All Other Rooms:</b>	Damage Deposit: \$50	Cleaning Deposit: \$25

***RESERVATIONS WILL BE HELD UPON RECEIPT OF ROOM RENTAL/USE CONTRACT FOR 7 DAYS PENDING PAYMENT OF DEPOSIT***

**CANCELLATION FEES**

Any Applicant canceling an event will be eligible for a refund of fees paid according to the following schedule.

Community Room and Multi-Use I or II: 100 or more calendar days prior to the event – full refund  
30-99 calendar days prior to the event – 50% refund  
Less than 30 calendar days prior to the event – no refund

All Other Rooms: 30 or more calendar days prior to the event – full refund  
7-29 calendar days prior to the event – 50% refund  
Less than 7 calendar days prior to the event – no refund

**Exception to cancellation fees:** In the event of a snow storm or severe inclement weather the cancellation fee will be waived. The Town has the sole responsibility of determining the conditions in which the facilities will or will not be available for usage during inclement weather.

**ADDITIONAL CHARGES**

***Staffing:*** Additional staffing required as per town policy shall be charged at a rate equivalent to the town wage and associated payroll costs. As applicable, new rates will be effective and published each July 1<sup>st</sup>.

***Equipment:*** Some equipment is available for use/rental at an additional fee.