



## **TOWN OF GLASTONBURY RIVERFRONT COMMUNITY CENTER Administrative Policies Schedule D**

### **I. Building Use**

1. The Building User shall check in with the Custodian or Building Supervisor on duty when entering the building for an event.
2. The Building User is responsible for clean-up after their use. Clean-up includes throwing all trash in garbage, all recyclables in recycle containers and removing everything brought into the building for the event out of the building. These items must be completed by contract end time.
3. Building Users are expected to notify custodian in the event of damage and/or large spills.
4. The Building User must request room set up at least 10 days prior to event date by supplying a written diagram of set up instructions to the rental agent. Furniture should only be moved by town authorized staff to prevent damage.
5. The Building User will be charged for any damage incurred during their use of an area.
6. Children require appropriate adult supervision at all times. Adult to children ratios will be determined by Town staff at time of application.
7. 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.
8. A Town employed and assigned Custodian or Building Supervisor will open, supervise and close all facilities. Keys will not be given to any non-staff person. A Town representative shall be entitled to be present in the room or facility during all times it is being used.
9. In the event that the building is not open at your contracted start time, Police Dispatch may be contacted at 860-633-8301 for further assistance. (*The building may not be opened prior to your contracted start time.*)

10. The Town, at its discretion, will remove any items left behind by the Building User and/or staff and guests. Such property not claimed within five (5) days can be retained or disposed of by the Town in any manner deemed appropriate.
11. Parking on the grass will not be permitted without approval by the Town. Applicant must check in with the Custodian or Building Coordinator to determine where "Grass Parking" will be allowed for their event. Off-road parking is to be coordinated with the Police Department.
12. All local, state and federal laws and regulations must be obeyed.
13. Smoking is not permitted in the building.
14. Use of alcohol is not allowed in the building or on the surrounding grounds unless a Temporary Alcoholic Beverage Permit is issued by the Town Manager or his designee who allows for usage in the Community Room, Multi Use I or II Rooms and Patio area. Alcohol usage may be allowed in the Exercise Room when added on to a Community Room/Multi-Use II room rental.
15. The consumption of alcohol is not allowed in the parking lot or any undesignated area.
16. No Keg Beer or Kegs are allowed.
17. 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.
18. Capacity regulations as defined by the Fire Marshal will be strictly enforced.
19. The sale of items in violation of, or inconsistent with the Town policies will not be permitted.
20. Unless specifically designated by the Town, there is no on-going storage space available for building users.
21. The use of propane gas or grills is strictly prohibited inside of the building.
22. Tandoori Clay ovens cannot be used on the patio.
23. Fireworks of any kind are strictly prohibited on the Riverfront Community Center property.
24. No "Sky Lanterns" can be released or launched on Riverfront Community Center property.
25. No pets/animals are allowed in the building. Working guide/assistance animals are permitted.
26. Building Users cannot put signage in front of the building or on the Riverfront Community Center property.

27. No cleats of any kind or sneaker "wheelie" (rollerblade/sneakers) are to be worn in the building.
28. No set up of equipment, tables or formal gathering can be arranged on the patio unless rented in conjunction with the rental of the Community Room, or Multi-Use I or Multi-Use II room. Guests are free to enter and exit the patio during the event however patio doors remain locked unless rented. Patio doors must remain closed at all times and cannot be left ajar. At no time can alcohol be brought onto the patio unless it is rented as part of the event and the appropriate Town liquor policies are adhered to. (In the event that both Multi-Use I and Multi-Use II rooms are rented simultaneously, the Building User that first requests use of the patio will have exclusive use.)
29. Renters may not request additional time before or after their approved rental time on the day of their event. Renters coming in earlier than their arranged start time or leaving later than their arranged end 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 week prior to their event date.
30. Renters may upgrade to larger or comparable rooms based on availability. These changes may incur additional charges. Building Users should refer to "Fees and Charges Schedule B" for cost detail and room change policies.
31. At execution of contract a 25% room deposit is due for rental of the Community Room or Multi-Use I or II Rooms.
32. At execution of contract, \$100.00 or payment in full whichever is less is due for rental of the Group Room(s), Conference Room, Exercise Room and Art & Crafts Room.
33. All payments including damage/security deposits must be paid in full according to the rental contract in order to utilize the facility.
34. In order to qualify as a Non Profit User and obtain a reduced rate, Building User/Group MUST submit a 501(c)(3).
35. If having a DJ, band or music on the patio, the music must end no later than 11:00 p.m. (If the music is amplified, speakers, musicians, etc. should be faced to the East of the property.
36. Moonbounce/Bounce House users must have permission for use on RCC grounds from the rental agent at least two weeks prior to their event date. Moonbounce/Bounce House power supply must come from generator that is provided by the moonbounce/bounce house provider.
- 37. The building CLOSES at Midnight for All Private Events.**

## II. Use of Equipment

1. The Building User will furnish their own equipment and materials unless items are specifically requested 10 business days prior to the event date and are available from the Town.
2. Equipment that is not turned in or that is turned in damaged will be charged to the Building User.
3. All use of Town equipment must be authorized by the Building Coordinator, Custodian, or the Building Supervisor on duty.
4. 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.
5. Phone use is for emergencies only. **To access 911, you must dial 9 911.**
6. Community Room sound system cannot be used to play music. It is available for speech making only.
7. No leaning or leaning exercises are allowed against divided walls at any time. Additionally, the dividing wall should not be used to hold items such as ladders, etc.
8. In order to rent/utilize kitchen or equipment, Building User must rent Community Rooms or Multi-Use I. (*Multi-Use II, Exercise Room, Group Rooms I & II, Conference Room and or Arts & Crafts Room cannot be rented with Riverfront Community Center kitchen privileges*).
9. Unless kitchen rental has been previously arranged, the kitchen will be locked and unavailable. Kitchen rental option should be made at time of contract.
10. The Billiards Room, Special Activities Room, Computer Lab, Workshop and Café and their equipment are not available for rent.
11. Building Users are not permitted to bring any inside furniture outdoors or any outdoor/patio furniture indoors for any event or function. (*Up to 3 rectangular tables can be offered on the patio.*)
12. 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 from the Building Coordinator who will attempt to accommodate earlier deliveries and/or later pick up of delivered items. This service is based on availability and cannot be guaranteed. (Renters needing special accommodations for delivery/pickup should make their request to the Building Coordinator one (1) business week prior to the event date. The Town of

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

### III. Use of Decorations

1. Only mounting clay can be used on painted or wallpapered surfaces including walls, window frames, doors, etc. Use of tape, thumbtacks or nails is strictly prohibited.
2. 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.
3. Due to fire hazards, all open flames (table candles, etc.) must be enclosed. All candles, 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*).
4. When using sternos, linen tablecloths are required on tables.
5. No fire exit may be blocked by any decoration, table, chair, platform, etc.
6. Balloons may be used in the public areas of the facility. However, all balloons and ribbon/string must be removed at the end of the event.
7. The use of confetti is prohibited.
8. The use of a Fog Machine is prohibited.
9. Rice may not be thrown in or around the facility; however birdseed may be used outside on grass areas only, not on the patio.
10. 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 walls, window frames, doors, etc. Mounting materials which would harm the facility are not allowed.*)
11. String lighting and/or any other decoration(s) that must be plugged in must be previously approved by the Building Coordinator, Facilities Supervisor and/or Custodian. (*Building Users are encouraged to use battery operated string lighting and decorating devices.*)
12. Building Users shall not use tape of any kind to "tape down"/secure cords for amplifiers, sound system, etc. See Custodian for assistance in these matters.
13. Should the Building User need a large banner hung, or decorations that require use of a ladder by non-professional decorating staff, an RCC Custodian will assist at an additional cost. This must be pre-arranged with the Building Coordinator 10 business days prior to the event.

