



TOWN OF GLASTONBURY RIVERFRONT COMMUNITY CENTER

Building Use Policies Schedule C

BUILDING USE POLICY:

The Riverfront Community Center provides a supportive setting to: encourage social interaction and community networking; promote health and wellness and encourage active lifestyles; provide educational and recreational programs that encourage meaningful use of leisure time; and provide information, referral and support to Glastonbury citizens of all ages.

Amenities in this 21,000+ square-foot facility include a large community room with adjacent outdoor patio area, full-service kitchen, exercise room, conference room, and several activity rooms. Space is available by reservation in accordance with this policy and related administrative procedures and policies.

The Riverfront Community Center is a Town owned facility and is therefore the property of the citizens of Glastonbury. Although the priority use of this facility is for Town sponsored programs, the Town encourages the use of these facilities by responsible community organizations and others when space is available.

It is the policy of the Town to charge for some uses to cover a portion of the costs of maintenance/repair, trash removal, replacement supplies and energy costs of operating the facility during community use of the building and wear on furniture, fixtures and equipment.

I. PRIORITY OF USE

1. **Town Sponsored Programs and Events**
First priority of use shall be for programs and activities initiated, sponsored or co-sponsored by the Town of Glastonbury Human Services, Parks & Recreation, and other Town departments and agencies.
2. **Glastonbury Board of Education Programs and Events**
Second priority of use shall be for programs and activities initiated and sponsored by the Town of Glastonbury Board of Education.
3. **Non Profit Group A**
Non-profit groups connected to or associated with the Town of Glastonbury that benefit town residents exclusively. This category includes, but is not limited to, groups such as Friends of Glastonbury Youth, Youth Service Action Group and Friends of Glastonbury Seniors.

4. **Private Building Users**

Group D

All other uses by persons or entities sponsoring private functions such as weddings, birthday parties, dance recitals and business meetings.

Group B

501©(3) Non-profit groups whose primary purpose is to benefit the Glastonbury community. This category includes local non-profit groups such as service clubs, independent youth sports groups, scouting troops, and civic organizations. This also includes recognized local political committees.

Group C

501©(3) Non-profit groups not directly associated with the Town of Glastonbury that serves some members of the Glastonbury community but also the wider region. This category includes, but is not limited to, houses of worship, regional non-profit agencies, and regional service and civic groups. This also includes official class reunions of Glastonbury High School.

**An applicant cannot sponsor another group or relieve an organization of its fee requirement for use of facilities if that organization would not have been eligible under its own application.*

For information on room availability and fees refer to the Glastonbury Riverfront Community Center Schedule B: Fees and Charges.

Any Applicant whose application for use has been rejected may appeal the decision to the Director of Human Services. A decision by the Director of Human Services can be appealed to the Town Manager.

II. CONDUCT AND SAFETY

1. The Applicant is responsible for the conduct of all participants and/or guests. The Applicant and/or their representatives must remain on the premises throughout the function and must maintain control at all times. The number of required representatives will be designated by the Human Services Department. Names and addresses of all designated persons in charge must be submitted with the application, and they will be held responsible for the conduct of the participants and any property damage. Town staff members are not supervisors of children or adults.
2. The Town reserves the right to remove from the premises any person or persons whose activities are detrimental to the health and safety of the community or the condition of the premises.

III. PROHIBITED USES

Activities which will not be permitted include, but are not limited to:

1. Activities which are unlawful in nature.
2. Activities which are inconsistent with the health and welfare of the general public and/or the policies delineated by the Town of Glastonbury.

IV. LIABILITY AND INSURANCE

1. Applicants, as required by the Town Manager or his designee, not included under the Town of Glastonbury's Blanket Liability insurance coverage, will be required to furnish evidence of insurance coverage meeting the Town's requirement for Personal Injury and Property.

Damage Single Limit Liability, in the amounts/limits established by the Town, to which the Town will be an additional named insured. If they do not have such insurance, an additional fee will be charged as determined by the Town Manager or his designee. Any activities which are specifically excluded by the Town of Glastonbury's insurance policies are prohibited.

2. The Applicant that uses the building/grounds will agree to defend, hold harmless and indemnify the Town of Glastonbury, its employees, officers and representatives, against any claim or damage to the property/grounds or equipment by any person or persons attending the activity and for any injury to person arising from use of the facility by the Applicant.
3. Any Applicant found abusing property or failing to comply with any requirement of this policy may be faced with immediate termination of their activity and/or denial of future use of the facilities.

VI. TEMPORARY ALCOHOLIC BEVERAGE PERMITS

Subject to the administrative permit process, the use of alcohol is permitted in the Community Room, Exercise Room when attached to Community Room or Multi Use II rental and adjacent patio provided that a temporary alcoholic beverage permit is approved by the Town Manager or his designee. Examples of events for which a temporary alcoholic beverage permit may be issued include wedding receptions, business meetings, parties and other events that might be an appropriate circumstance to possess and/or consume lawful alcoholic beverages.

Any person or group granted a temporary permit must engage a Town-employed and approved Event Supervisor for all events where alcohol is served.

A caterer from the Town's approved list with a valid Connecticut Liquor License and a Certificate of Insurance with \$1,000,000.00 Liquor Liability Insurance that names the Town of Glastonbury as an additional insured must be the designated server. (The caterer may assign the task of

bartending, set up and breakdown to their staff in their absence, however the caterer is fully responsible for alcoholic beverage service at the Riverfront Community Center.

Possession and consumption of alcohol shall be in strict compliance with applicable State law.

Temporary alcohol permits shall be issued for weekday evenings and weekends only.

Temporary alcoholic beverage permits shall be issued in accordance with administrative policies and procedures established by the Town Manager and/or designee and consider the appropriateness of a particular event and compatibility with other uses of the facility.

VII. 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 Glastonbury.

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.

VIII. FEES AND CHARGES

Rental fees shall be in accordance with Schedule B: Fees and Charges for the Glastonbury Riverfront Community Center. Room reservation, damage, and cleaning deposits shall be assessed in accordance with applicable administrative procedures. Subject to the nature and requirements of specific events, additional fees may be assessed for services such as event, building, and kitchen supervision, special setups, cleaning, audio visual equipment, and insurance, as required.

IX. GENERAL

As applicable, applicants and building users shall be responsible for the collection and payment of any and all taxes applicable to a particular program, event, fund raiser, or other applicable activity.

X. ADMINISTRATIVE PROCEDURES

Administrative procedures, consistent with the provisions of this policy, shall be established and administered by the Town Manager or his designee.