



TOWN OF GLASTONBURY RIVERFRONT COMMUNITY CENTER

Schedule A - Building Use Policies

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.

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.
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. **Nonprofit Group A**
Nonprofit groups overseen by 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

501c3 Nonprofit groups based in Glastonbury. This category includes service clubs, independent youth sports groups, scouting troops, and civic organizations. This also includes recognized local political committees.

Group C

501c3 Nonprofit groups outside of Glastonbury.

**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.*

II. SCHEDULING

Community Room

Reservations for Town sponsored use of the Community Room may be made up to two (2) years in advance of the event date.

Reservations for private rental uses of the Community Room may be made up to 18 months in advance of the event date.

Reservations for rental uses by nonprofit groups that pay no hourly room fee may be made up to one (1) year in advance of the event date.

Other Rooms

Reservations for Town sponsored events in all other program spaces may be made one year in advance of the event date.

Reservations for private rental uses may be made up nine months in advance of the event date.

Reservations for rental uses by nonprofit groups that pay no hourly room fee may be made up to six months in advance of event date.

**The Rental Agent may reassign any nonprofit rental that pays no hourly room fee to an alternate room, provided such room can reasonably accommodate the program or activity.*

III. CONDUCT AND SAFETY

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.

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.

IV. 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.

V. LIABILITY AND INSURANCE

Applicants, as required by the Town Manager or his designee, not included under the Town of Glastonbury's Blanket Liability insurance coverage, may 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, it may be purchased. Any activities which are specifically excluded by the Town of Glastonbury's insurance policies are prohibited.

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.

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. ALCOHOL SERVICE

Alcohol service is not permitted at Town-sponsored events unless approved by the Town Manager. Alcohol service requires an Approved Caterer. The consumption of alcohol is only permitted in the Community Room, Exercise Room when rented in conjunction with Community Room rental, and adjacent patio. A Town-employed and approved Event Supervisor must be engaged for all events where alcohol is served (fees apply). The Approved Alcoholic Beverage Caterer with a valid state of Connecticut Caterer Liquor Permit and required insurance must be the designated server. All alcohol MUST be served, poured, and provided by the Approved Alcoholic Beverage Caterer and/or his or her staff only.

VII. KITCHEN USE

Kitchen use for private events requires an Approved Caterer. Kitchen use for Town-sponsored events requires approval from the Director of Parks & Recreation and Social Services.

VIII. 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.

IX. FEES AND CHARGES

Rental fees shall be in accordance with Schedule B: Fees and Charges for the Glastonbury Riverfront Community Center. Fees may not be adjusted.

Group B nonprofit groups may receive 10 free hours per calendar year for Mon-Thurs evening bookings in all rooms except for the Community Room. Security deposits may apply.