



## TOWN OF GLASTONBURY RIVERFRONT COMMUNITY CENTER Administrative Policies Schedule C

### 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. Furniture will not be re-arranged during the event.
5. Children require appropriate adult supervision at all times.
6. 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.
7. A Town employed and assigned custodian 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.
8. 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.*
9. The Town, at its discretion, will remove any items left behind by the Building User and/or guests. The Town of Glastonbury takes no responsibility for items left inside or outside of the facility for rental/event use.
10. Parking on the grass will not be permitted without approval by the Town.
11. All local, state and federal laws and regulations must be obeyed.

12. Smoking is not permitted in the building.
13. Consumption of alcohol is not allowed unless an Approved Alcohol Caterer has been contracted to serve. Alcohol service is only permitted in the Community Room and Exercise Room when added on to a Community Room rental. Alcohol service must end no later than 11:00 p.m.
14. The consumption of alcohol is not allowed in the parking lot or any undesignated area.
15. No Keg Beer or Kegs are allowed.
16. 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.
17. Capacity regulations as defined by the Fire Marshal will be strictly enforced.
18. The sale of items in violation of, or inconsistent with the Town policies will not be permitted.
19. Unless specifically designated by the Town, there is no storage space available for building users.
20. The use of propane gas or grills is strictly prohibited inside of the building.
21. Tandoori Clay ovens cannot be used on the patio.
22. Fireworks of any kind are strictly prohibited on the Riverfront Community Center property.
23. No "Sky Lanterns" can be released or launched on Riverfront Community Center property.
24. No pets/animals are allowed in the building other than service animals.
25. Building Users cannot put signage in front of the building or on the Riverfront Community Center property.
26. No cleats of any kind or sneaker "wheelie" (rollerblade/sneakers) are to be worn in the building.
27. Patio doors must remain closed at all times and cannot be left ajar.
28. 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.

29. If having a DJ, band or music on the patio, the music must end no later than 11:00 p.m. (speakers must face away from Naubuc Ave).
30. Bounce House users must have permission for use on RCC grounds from the rental agent at least two weeks prior to their event date, insurance is required. Bounce House power supply must come from generator that is provided by the bounce house provider. Bounce houses may not be set up indoors.
31. No private tag sales may be held at the RCC.
32. The building CLOSSES 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 Rental Agent or Custodian on duty.
4. No apparatus, furniture, or equipment is to be moved into the facility by the Building User without approval by the Rental Agent or Custodian on duty.
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 for microphone use 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 utilize kitchen Building User must rent Community Room A and contract an Approved Caterer. The kitchen will be locked if the Approved Catering staff is not onsite.
9. The Billiards Room, Special Activities Room, Computer Lab, Workshop and Café and their equipment are not available for rent.
10. 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.*)

11. Rental deliveries and pick ups must take place within the User's rental hours. Rental equipment may not be left inside the building for pickup at a later time. Town staff will not sign delivery/pickup paperwork.

### **III. Use of Decorations**

1. All set-up, decorating, and clean-up must be done within the User's rental hours.
2. Only mounting clay can be used on any of the building's surfaces including walls, window frames, doors, etc. Use of tape, thumbtacks or nails is strictly prohibited.
3. Items may not be attached to ceilings due to the complexity of the ceiling tiles, lights and sprinkler system unless previously approved by the Rental Agent and installed by an insured professional decorator.
4. Open flames are not permitted, candles are permitted if the flame is enclosed in a glass candle holder. All candles, sterno candle lamps, etc. that will be ignited must be done so by an individual over the age of 18.
5. When using sternos, linen tablecloths are required on tables.
6. No fire exit may be blocked by any decoration, table, chair, platform, etc.
7. 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.
8. The use of confetti is prohibited.
9. The use of a Fog Machine is prohibited.
10. Rice may not be thrown in or around the facility; however birdseed may be used outside on grass areas only, not on the patio.
11. All decorations must be removed in their entirety at the end of usage of the facility.
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. Ladders will not be provided.