

Community Center Facility use Policy

The Town of Casco recognizes that the Community Center is a substantial community asset. To maximize the use of this space and avoid conflicts, a scheduling process has been implemented.

PRIORITY OF USE

1. Municipal functions (Town meeting, Public Hearings, Elections, etc); Town recreation programs.
2. Resident teams, resident groups (defined as resident non-fee civic or service organizations for purposes of education, recreation and civic improvement)
3. Non-profits, must be Casco based.
4. All others (defined as for profit and private functions)

REGULATIONS

The Recreation Director is authorized to grant approval for the use of the gymnasium and meeting rooms in accordance with this policy. All use of facilities shall be subject to the following regulations:

- A. Requests for use of the space must be made by one or more individuals who are at least 21 years of age, and who will be responsible for monitoring and supervising all activities at the site during the period reserved.
- B. Requests for the use of the Community Center must be made in a timely fashion to the Recreation Director. The process shall be to call first or check the schedule to see if dates are available. No verbal confirmation or "penciling in" of reservation may be construed as an approval or guaranteed reservation. An agreement shall be completed and returned for authorized signature. No date is confirmed until contracts have been signed by both parties. Individuals or groups are only allowed to use the space they have requested in writing. (monthly schedules available on line at www.cascomaine.org or posted in the lobby).
- C. The Town reserves the right to deny any person or organization the use or rental of the gymnasium and/or meeting rooms when in the opinion of the Town the use may jeopardize the safety of the public, overtax the capacity of the building, create an untenable traffic or parking situation or when the use is determined to be not in the best interest of the Town of Casco.

- D. The individual(s) or group(s) utilizing the space shall be responsible for the cleaning, picking up and removing any and all materials they wish to retain following the event; responsible for turning down the heat, shutting off the lights, removing all trash and securing the building after the event. In the event that the users damage the facility or fail to properly clean and remove debris, the Town shall obtain an estimate of damage and/or engage custodial services and shall, if necessary, charge the user(s) for any additional costs.
- E. There is absolutely no smoking or use of drugs in the building or on the grounds. No use of alcohol, unless provided by a licensed caterer with the proper permits and Selectman approval.
- F. Any key issued is for the dates and times specified on the facility use form. Keys are NOT to be duplicated or loaned out. Keys are to be returned within three business days after the event. Keys must remain on the original tag issued by the Recreation Director. Lost keys must be reported to the Recreation Department within 24 hours. A deposit will be required for issued keys.
- G. The Town reserves the right to require any security measures and or deposits deemed necessary by the Recreation Director and/or Town Manager. The Town reserves the right to cancel any and all reservations for the Community Center without notice and without providing any other accommodations.

Policy subject to change

Adopted December 29, 2009

**CASCO COMMUNITY CENTER
USE OF FACILITIES
APPLICATION FORM**

3. Admission Charge or other fees:

Yes _____ No _____

If yes, explain: _____

REQUEST WILL NOT BE CONSIDERED WITHOUT APPLICANTS SIGNATURE!

I represent the above-named organization/group and take responsibility for the activities and participants as described. I have read and understand the attached Casco Community Center Use of Facilities policy and agree to comply with its terms and the provisions stated above.

Applicant's Signature

Date

6. TO BE COMPLETED BY FACILITIES DIRECTOR:

Estimated Charges:

CUSTODIAL: _____

SPACE: _____

OTHER: _____

KEY# _____

RETURNED KEY (Date) _____

DEPOSIT _____

CHECK # _____

Comments/Requirements: _____

8. FINAL APPROVAL:

FACILITIES DIRECTORS SIGNATURE:

DATE

**CASCO COMMUNITY CENTER
USE OF FACILITIES
APPLICATION FORM**

1. **Date of Application:** _____ (*Must be two weeks prior to date of use*)

2. **Organization/Group:** _____

- a. Person Responsible: _____
- b. Address: _____
- c. Telephone Number: _____
- d. E mail address: _____

3. **Area Requested: (Circle)**

Gymnasium Large Meeting Room Small Meeting Room Kitchen

4. **Description of Use:**

a. *Be specific* _____

b. *Date/time(s)*
Date: _____ Start Time: _____ End Time: _____
Date: _____ Start Time: _____ End Time: _____
Date: _____ Start Time: _____ End Time: _____

c. *Number of people involved:*

Participants: _____ Spectators: _____

d. *Special equipment/services requested: (chairs, tables, special set up etc.)*

e. *Is insurance certificate provided?* Yes _____ No _____
Attach copy