

TOWN OF MADISON
ADMINISTRATIVE PROCEDURES
FOR
THE USE OF MADISON SENIOR CENTER

The building known as the Madison Senior Center is under the supervision and coordination of the Senior Services Department/Commission.

Taxpaying Madison residents and MADISON business owners (not employees of) are eligible to utilize the facility. Madison facilities cannot be used for individual or corporate personal enterprise where admission fees are charged or where selling a product/service is the purpose of the gathering (i.e., investment seminars).

Permission to use the Senior Center, must be obtained from the Senior Services Director or his designee. All requests are to be submitted in writing on a "Facility Request Form" with a live signature, (faxed forms will not be accepted), by a Madison resident. The individual whose name appears on the Facility Request Form must be present for the full duration of the event. All event related questions will be communicated to this individual by department staff. Any changes, additions or deletions to the requested dates and times must be submitted to the Director or his designee for approval.

I. General Building Use

Reservations

SENIOR SERVICE DEPARTMENT PROGRAMS WILL TAKE PRECEDENCE OVER OTHER ACTIVITIES.

A calendar for the use of each room of the Madison Senior Center building is kept in the Senior Services Department office. Reservations are taken on a first come, first served basis (and can only be requested by a Madison taxpayer). Requests for use of the Senior Center rooms will be accepted in three-month intervals (March 1, June 1, Sept. 1 and Dec. 1) in accordance with the Senior Services programming schedule. Rooms available for use within the Center are: Activity Room 1, 2, 3, Classroom1, Conference Room, TV/Reading Room, Café'.

Requests for Social/Fundraising Events must be made least a **minimum of 14 days in advance of the requested date** by completing a "Facility Request Form". Requests for meeting space may be made at any time.

Facility Request Forms may be obtained by stopping in at the Senior Service Department during office hours (Monday through Friday from 8:30AM - 4:00PM), or by visiting our website at www.madisonct.org – Senior Services link and downloading the form. Completed forms may be dropped off, mailed to: Senior Services Department, 29 Bradley Road, Madison, CT 06443.

Safety and Compliance

All events must comply with all applicable laws and regulations of the State of Connecticut and the Town of Madison including, but not limited to, Safety, Fire and Zoning Laws and Regulations. The Town reserves the right to terminate any use that is not in compliance.

II. Meetings

There is a \$10 processing/use fee charged to Madison non-profit groups or organizations using the Senior Center for regular monthly meetings. Town Government Boards and Commissions shall be exempt from this fee. Meetings must conclude by 10:00pm.

III. Social or Fundraising Events

Rental Fees

A rental fee is charged in accordance with the Town's current fee schedule, when groups and organizations use a building for a social event, a fundraising purpose, or private business/enterprise. This shall include but not be limited to local Condominium Associations, Real Estate Agencies and Financial Institutions.

A non-refundable rental fee deposit of 50% of the rental fee must accompany all approved applications. Approved Facility request Forms must be countersigned and returned to the Senior Services Department office with payment within 7 business days. Bookings are not taken on a "hold" basis. The balance of the rental fee, the cleanup/damage deposit, alcoholic beverage permit and certificate of insurance are due at the Senior Services Office 14 days prior to the event. **Any payment received later than 14 days prior to the scheduled event must be submitted by Bank check or cash, or major credit card.**

Cancellation Policy

If an event is canceled after the entire rental fee has been paid, the following balance refund policy will be in effect:

Cancellation notice received up to 30 days prior to reservation date – fees will be refunded less \$25.00 Service Charge

Cancellation notice received up to 21 days prior to reservation date - 50% of rental fee will be refunded.

Cancellation notice received less than 21 days prior to reservation date – no refund of rental fee. Cleanup deposit and alcohol permit deposit shall be refunded.

The Town of Madison shall not be held responsible for the immediate cancellation/suspension of an anticipated facility rental due to inclement weather or other service disruptions beyond our control.

The Town of Madison reserves the right to cancel an event due to unforeseen circumstances that would jeopardize the safety of the community, participants and employees.

Clean-up / Damage Deposit Fees – Due 14 days prior to the event date

A clean up/damage deposit of \$400.00 is required. This deposit will be refunded in its entirety if the building is left clean in accordance with the checklist issued by the Senior Service office and if the facilities and equipment are not damaged. If damage has occurred or further clean up is required, the deposit shall be forfeited and full custodial expenses shall be billed to the individual renting the facility. **Check or cash only, no credit cards accepted.**

Alcohol Permit Fees- Due 14 days prior to event date

A Town of Madison alcoholic beverage permit is required if alcohol is to be served or allowed to be present at the specified function. The permit fee shall be \$100, which includes a \$50 non-refundable permit fee. If alcohol is to be sold at an event, a State Liquor sales permit must be acquired and a copy of this permit must be filed with the Recreation Office 14 days prior to the event. **Any payment received later than 14 days prior to the scheduled event must be submitted by Bank check or cash, no credit cards accepted.**

Supervision

No facility may be used for a social function/special event without the attendance of a Senior Services Department staff member. A Facility Attendant will be assigned to be on hand for the hours the building has been rented. Their sole responsibility shall be to supervise the use of the building and to make sure that the user complies with the building rules and regulations. All decorations must be removed immediately following the completion of the activity.

The Town does not supply set-up/breakdown service. The user of the building for a social or fundraising event is responsible for providing all custodial services. This includes setting up and taking down tables, chairs and other materials, general cleanup, and compliance with all the building rules and procedures. The individual whose name appears on the rental contract should check with the Facility Attendant on duty the day of the event as to the specific rules for cleanup.

Buildings must receive a general cleaning (tables & chairs wiped down and returned to the storage closet, floors swept, garbage removed to the dumpsters, kitchen wiped down, refrigerator emptied, sinks and stove wiped down) before leaving, and it is the responsibility of the person who rented the facility to see that this is done properly. Facilities and equipment must be left in the same condition as found. All temporary decorations must be removed. The rental party and the supervisor on duty will complete a checklist at the conclusion of the event prior to the building being secured for the night. Any group failing to comply will result in the forfeit of their \$400 deposit and will be billed for full custodial services and current cost of equipment.

A Hold-Harmless agreement must be completed and placed on file prior to any building/facility use.

Insurance

A Certificate of Insurance naming the Town of Madison as additionally insured is required for all social or fundraising events. This must be placed on file in the Senior Service Department office prior to the function. The certificate of insurance shall verify the limits of liability insurance in amounts satisfactory to the recommendation of the Town's insurance advisor.

Non-Athletic Events: Minimum Limit of Liability Coverage \$1,000,000

Deliveries

Town staff will not accept/sign for any deliveries. All deliveries may be made no earlier than 3:00pm on the day of the event. **All rental items must be removed the day following the rental function by 9:00am. There is no storage available on site.**

Building Closing Times

Rentals must be concluded by 10:00pm. This time includes the cleanup time needed by the renting party. The Director or his designee and the Senior Services Commission must approve exceptions to this policy.

Police Coverage

The Town of Madison reserves the right to require police at social or fundraising event to ensure participant safety at each particular event. If police are required, they shall be hired and paid for by the group holding the affair. The Officers must be from the Madison Department of Police Services (245-2721).

Fee Schedule - 2011

Activity Room 1 (#203) - Maximum Capacity 13

Room may be used for meetings only

Activity Room 2 (#220) - Maximum Capacity 22

Rental Fee -Private residents/taxpayers and National Non-Profits - \$25/hr

Local Non Profit Organizations - Fundraising & Social Events - \$12.50/hr (per event 7 hour maximum).

Activity Room 3 (#223) - Maximum Capacity 8

Room may be used for meetings only

Classroom 1 (#206) - Maximum Capacity 16

Room may be used for meetings only

TV/Reading Room (#224) - Maximum Capacity 11

Room may be used for meetings only

Conference Room 1 (#110) - Maximum Capacity 22

Room may be used for meetings only

Cafeteria (#132) - Maximum Capacity 85 (without tables)

Rental Fee -Private residents/taxpayers and National Non-Profits - \$75/hr - No Kitchen use
\$100/hr with Kitchen Use

Local Non Profit Organizations - Fundraising & Social Events (includes proms, class dances, DHHS class reunions) - \$37.50/hr- No Kitchen \$50/hr with Kitchen(per event 7 hour maximum).

Other Rooms not for outside use – Program Spaces only

Game Room: 14

Classroom 2: 17

Exercise Room #1 – 12 – if we rent comes out to \$30/hr

Exercise Room #2 – 10 – if we rent comes out to \$30/hr