



# SENIOR/COMMUNITY CENTER ROOM RENTAL APPLICATION

The Senior/Community Center (SCC) of the City of Newburyport exists primarily for the purpose of housing Council on Aging and Veterans Services and to be a gathering place for community events. The various rooms within the SCC are used primarily by organizations and individuals when there is no conflict with Council on Aging or Veterans operations. The following rules and regulations are intended to allow equal opportunity for use of the available rooms and maintain the safety of the building and its occupants.

## **RULES AND REGULATIONS**

### *Supervision*

- It is the responsibility of the user to provide sufficient and effective supervision for any event so as to secure personal and premise safety during the event. The City reserves the right to require specific information in advance of the event as to supervision and reserves the right to require a police detail(s). Any and all paid security and/or police detail shall be paid by the user.

### *Use of equipment and premises in general*

- A limited amount of tables and chairs and a basic sound amplification system are available at no extra cost. Other accessories such as music sound systems and audiovisual aids are not available and must be obtained by the user.
- Maximum precautions must be taken to avoid fire hazards. Only battery-operated candles are allowed. Torches are not allowed on the grounds outside. Newburyport buildings are smoke free. Smoking is allowed only outdoors. Only non-flammable decorations are to be used in the building. No fog and smoke machines are allowed since smoke will affect the building's fire alarm system.
- Decorations, posters, etc. shall be affixed in such a way as not to cause permanent damage to the building. No nails, staples, tacks or other instruments that can pierce any surface are allowed.
- Loud noise, music, and other sounds are prohibited from 10:00 p.m. to 7:00 a.m. pursuant to Section XI-G of the zoning ordinance.
- Users are asked to leave the facility in the condition in which they found it, with the exception of moving the City-owned tables and chairs and other equipment, and with the exception of cleaning floors and removing trash barrels. These tasks will be performed by the custodian on duty.

### *Reservations*

- An event date will be reserved and confirmed once a completed application is received, along with a check or money order made payable to City of Newburyport for the total rental fee.

- All scheduling of events will follow the criteria listed below:
  - the priority of governmental use will take precedence;
  - the days and hours of use;
  - limits in numbers of persons allowed in the relevant SCC rooms and facility;
  - sound requirements or limitations;
  - the length of time that any one group may use the room, since exclusive use by one private group necessarily excludes access by other private groups during such period;
  - how frequently during a period of months or during a particular year a private group will be granted repeat access;
  - whether insurance or bonds will be required to secure performance by a private group of its commitment and conditions of use;
  - what release and indemnification agreements must be executed;
  - what commitment must be secured as to ethical fundraising, if fundraising is to be allowed;
  - whether private groups will be required to post or announce at particular increments that any views expressed by the private group during the course of its use of the facility are not the views of the City. Whether or not it is determined that the groups are required to post or make such an announcement, the announcement will post or announce the following: “Any views expressed by private groups leasing the Senior/Community Center are not the views of the City.”

### *Permits*

- Alcohol may be served in the Community Room(s) only if proper permits are obtained from the Newburyport License Commission. You must submit an application to the License Commission two (2) weeks before their scheduled monthly meetings which are held on the first Wednesday of every month. Visit <http://www.cityofnewburyport.com/licensing-board> for more information.
  - If any alcoholic beverage is to be served, then the applicant shall secure liquor liability insurance, naming the City as an additional insured, in the amount of \$1,000,000. A copy of the insurance certificate must be in place with the Mayor’s Office in advance of the event. Failure to do so will result in no alcohol allowed to be served.
  - Any alcoholic beverages must be served by a hired, certified bartender.
  - Bar service must close at least one half-hour before the end of the event.
- If alcohol is to be served, a sign-off by the City’s Police Marshal or their designee must be obtained as part of this application for the purpose of evaluating appropriate police detail coverage for the proposed event. Sign-offs may be obtained at the Police Department at 4 Green Street, Newburyport, MA.
- A request for a permit shall be submitted to the City Clerk’s office in order to hold a raffle, bazaar or game of chance according to M.G.L. c. 271, §7A. A raffle is defined as “an arrangement for raising money by the sale of tickets, certain among which, as determined by

chance after the sale, entitle the holders to prizes.” A bazaar is defined as “a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed \$25 each.”

- A temporary food service permit may be required in accordance with 105 CMR 590.000. Responsibility for obtaining a permit, if required, is the responsibility of the applicant/user.
- Any and all required permits shall be within the possession of the user for the duration of the event and made available for inspection by any City of Newburyport official.

*Insurance, release of claims, indemnity, hold harmless agreement*

**FOR ALL RENTAL APPLICATIONS:**

- Release of Claims, Indemnity and Hold Harmless Agreement shall be executed by any individual, over the age of 18, submitting an application for rental of the SCC or by an authorized representative of any organization seeking to rent the SCC, together with a certificate of authorization by the organization as to the authority of the individual signing for the organization.
- The City assumes no responsibility and expressly disclaims any liability or responsibility for damage to personal property belonging to the applicant, guests, or employees in or on the premises, for injury to persons invited to the premises or employed by the applicant for any purpose whatsoever.
- The applicant shall agree to be responsible for and to reimburse the City for any loss or damage to the building, its contents, equipment or grounds by the applicant, guests, employees or servants.

**FOR APPLICATIONS TO HOST EVENTS UTILIZING COMMUNITY ROOM(S) AND/OR KITCHEN FACILITIES (IN ADDITION TO ABOVE):**

- The applicant or user shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the user, and any agents, representatives, subcontractors or employees. Insurance companies must be licensed by the Commonwealth of Massachusetts. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the applicant/user. Full disclosure of any non-standard exclusions is required for all required coverages. Applicant/users shall obtain and present a certificate of insurance for commercial general liability insurance in the minimum amount of \$1,000,000 per occurrence and \$3,000,000 Combined Single Limit, which names the City of Newburyport as an additional insured, and which provides that the City of Newburyport shall receive at least seventy-two (72) hours prior written notice of any cancellation, termination or material amendment of such commercial general liability insurance policy.

## **RENTAL FEE SCHEDULE**

**Commercial or  
Private Function**

**Non-Profit/Civic  
Organization<sup>1</sup>**

**Weekday Rates:** *Monday through Thursday 4:00pm-10:00pm*

Community Room A+B + Dining Room/Kitchen	\$100/hour	\$50/hour
Community Room A or B	\$50/hour	\$25/hour
Dining Room/Kitchen	\$75/hour	\$50/hour
Arts & Crafts Room, Billiards Room, Board Room, Computer Lab, Exercise Equipment Room, Library, Wellness Room	\$50/hour	\$25/hour
Set-up/access to reserved space prior to event	No charge for first hour \$35/hour per each additional hour	

**Weekend Rates:** *Friday 4:00pm through Monday 7:00am (two hour minimum)*

Community Room A+B + Dining Room/Kitchen	\$150/hour	\$100/hour
Community Room A or B	\$100/hour	\$75/hour
Dining Room/Kitchen	\$125/hour	\$100/hour
Arts & Crafts Room, Billiards Room, Board Room, Computer Lab, Exercise Equipment Room, Library, Wellness Room	\$100/hour	\$75/hour
Set-up/access to reserved space prior to event	No charge for first hour \$50/hour per each additional hour	

- All fees include use of available equipment (e.g. tables, chairs, podium, lighting) and one custodian.
- The City retains the right to assess additional custodial fees at a rate of \$50/hour per custodial staff for rentals requiring more than one custodian.
- The above rental fees represent the hourly fee for the duration of the event and one hour of set-up/access to the reserved space prior to the event. Additional time necessary for set-up by renter and/or clean- after an event will be charged per the above fee schedule. Hours and custodial needs for set-up and clean-up are at the sole discretion of the City of Newburyport. These are dependent upon the nature and size of the event and will be included in the quote for room rental once an application is received.
- No regular rentals beyond three months in advance.
- Fee payment for use of the SCC must be received no later than 2 weeks prior to the scheduled event. Checks or money orders are to be made payable to the City of Newburyport. Payments can also be made online by visiting [www.cityofnewburyport.com/payments](http://www.cityofnewburyport.com/payments). Under no circumstances will cash be accepted for any rental.

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<sup>1</sup> For community organizations that do not charge membership fees, do not hold fundraisers and do not accept donations, the fee to use municipal facilities is \$0/hour on weekdays and \$50/hour on weekends. Includes up to one hour of set-up/access to reserved space prior to event; each additional hour per fee schedule.



# SENIOR/COMMUNITY CENTER ROOM RENTAL APPLICATION FORM

Name of Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Mobile Phone Number: \_\_\_\_\_

Contact Person E-mail Address: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

## Time of Event

Set-Up Time From: \_\_\_\_\_ To: \_\_\_\_\_

Actual Event Time From: \_\_\_\_\_ To: \_\_\_\_\_

Clean-Up Time From: \_\_\_\_\_ To: \_\_\_\_\_

Which describes your organization and its purpose for renting the space? (check one)

☐ Commercial Organization

☐ Private Function

☐ Non-Profit/Civic Organization

Tax ID #: \_\_\_\_\_

☐ Community Organization that does not charge membership fees, does not hold fundraisers and does not accept donations of any kind

Which room(s) at the SCC are you requesting to rent for your event?

☐ Arts and Crafts Room

☐ Dining Room

☐ Billiards Room

☐ Board Room

☐ Community Room A

☐ Full Function (Community Rooms A/B +Dining +Kitchen)

☐ Community Room B

☐ Computer Lab

☐ Exercise Equipment Room

☐ Library

☐ Wellness Room

Will food/beverage be served?

☐ Yes\*

☐ No

Do you need a raffle/bazaar permit?

☐ Yes†

☐ No

Will alcohol be served?

☐ Yes ‡

☐ No

\* Check with the Newburyport Health Department on whether a temporary food service permit is required for your event: 978-465-4410.

1. If using a caterer, please contact Health Department to verify certifications.

2. If bringing in food for a private event (pot-luck style, i.e. no caterer) and the food is NOT being sold as part of the event (baby showers, birthday parties, etc.) then no further Health Department contact necessary.

† Check with the City Clerk's Office if you are raising money/issuing prizes at your event: 978-465-4407.

‡ Check with the License Commission on whether a one-day liquor license is required: 978-465-4407. If one-day liquor license is required, applicant must obtain sign-off below from Newburyport Police Department Marshal or their designee.

*Certification that applicant for SCC rental has arranged for appropriate police detail coverage for the proposed event:*

\_\_\_\_\_  
CITY MARSHAL (or designee)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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*Release of Claims, Indemnity and Hold Harmless Agreement*

The User shall, to the maximum extent permitted by law, indemnify and save harmless the City of Newburyport, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with User's use of the Newburyport Senior Community Center located at 331 High Street, for any damage to its real or personal property that occurs in conjunction with the use of the facility by User, unless the damage is caused by the City of Newburyport's gross negligence or willful misconduct

**Required Attachments:**

- Copy of general liability insurance coverage (only required if renting Community Room(s) and use of Kitchen Facilities)
- Copy of liquor liability insurance coverage (if applicable)

I have been furnished with a copy of the rules and regulations for renting space at the Newburyport Senior/Community Center including the Release of Claims, Indemnity and Hold Harmless Agreement.

*By signing below, I understand and accept all of the terms presented:*

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*Please send completed applications with required attachments to Senior/Community Center, Attn: Events Coordinator, 331 High St, Newburyport, MA 01950 or via e-mail to [cmanning@cityofnewburyport.com](mailto:cmanning@cityofnewburyport.com)*

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**APPROVED BY THE CITY OF NEWBURYPORT EVENTS COORDINATOR OR DESIGNEE:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Special conditions or requirements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_