

Sand Hill School Community Center Rules and Regulations

The Sand Hill School Community Center, located at 16 Dewey Avenue, Sandwich, MA was built originally in 1885 as a schoolhouse for children of workers from the Sandwich Glass Factory, and was called the Sand Hill School. Later, it saw use as an American Legion post, and was named the Clark-Haddad Memorial Building in memory of Alden Clark and Michael Haddad, men who were the first two residents of Sandwich to give their lives at the time of World War I. The building was also used for a number of community related activities, including the offices of the Sandwich Superintendent of Schools. The building was fully rehabilitated on the spring of 2018 and is located within the Old King's Highway Regional Historic District.

1. Uses of Community Center

- a. Allowed uses of the Community Center include, but are not limited to, the following:
 1. Public meetings
 2. Private meetings
 3. Performances
 4. Art shows
 5. Private parties or functions (e.g., birthday party, cocktail party, wedding reception, retirement party, etc.)
 6. Exercise classes
 7. Arts & crafts classes, workshops, etc.
 8. Fundraisers
- b. Alcohol restrictions:
 1. All Community Center users that wish to serve alcohol must obtain a one day liquor license from the Board of Selectmen in advance of the event. Per state law, all one day licenses must purchase their alcoholic beverages from a licensed Massachusetts wholesaler, manufacturer, farmer winery, farmer brewery or holder of a special permit issued by the Commonwealth's Alcoholic Beverages Control Commission (ABCC). Note that large events with alcohol may require a Police Department detail, if required by the Sandwich Police Department, at the user's expense.
 2. The liquor license applicant must have \$1,000,000 / \$2,000,000 liquor liability coverage added to their insurance policy, specifically naming the Town of Sandwich as an additional insured.
 3. All Community Center users serving alcohol must abide by all relevant state and local laws, rules, and regulations regarding alcohol pouring and consumption.
 4. As required by the Town's insurance carrier, all Community Center users that wish to serve alcohol will also be required to have a Town staff monitor on-site during the event.

NOTE: Using a licensed caterer and/or a bartending service will, in most cases, meet requirements #1 – #3 above.

2. Procedures for Community Center Use

a. Access

1. All requests for use of the Community Center must be submitted to the Town Manager's Office at (508) 888-5144 or 4910, or via e-mail sent to townhall@townofsandwich.net, or online at <http://www.sandwichmass.org/> at least two weeks prior to the event.
2. The Town Manager or his/her designee must prior approve all uses and rentals of the Community Center
3. Governmental meetings will be given preference over non-governmental requests for the space.
4. Certain uses may require a Town staff monitor on-site during the event. This requirement can be imposed/waived by the Town Manager or his/her designee based on actual experience with user(s) renting the facility and the types of events, with the exception of section 1(b)(4) above regarding events that include alcohol, which always require a Town monitor.
5. Users of the Community Center may only gain access to the Community Center by obtaining a key from the Town Hall (Monday-Friday 8:30AM - 4:30PM). Users must sign the attached form indicating that they have read, understand, and agree to abide by the Community Center Rules and Regulations.
6. The hours for usage of the Community Center are between 8:00AM and 10:00PM.
7. The on-site parking lot is limited to 20 spaces in the parking lot. Building occupancy is limited to 60 people, including entertainers, staff, etc. Carpooling is strongly encouraged. If more than 20 cars are expected for an event, users must contact Town Hall in advance to coordinate and facilitate, as much as is practicable, carpooling from off-site parking locations which will be identified by the Town.
8. Exterior noise must be kept to a minimum and no outdoor events may be held at any time.

b. Costs (Please note that the Town will be establishing a Revolving Fund per M.G.L. chapter 44 section 53E½, so that any fees collected for the use of the building will only be used to support building operations and expenses)

1. Committees, town staff and other federal, state, and local governmental officials and staff may use the Community Center at no charge for official government business, meetings, and events.
2. All other users must pay the following fees:
 - i. \$100.00 refundable deposit (personal checks accepted) to ensure the

building is clean, and without any damage, at the conclusion of the rental use. The deposit will be returned to the renter in-full after Town staff inspection of the building at the conclusion of each event. This requirement can be waived by the Town Manager or his/her designee based on actual experience with user(s) renting the facility and the type of event(s).

- ii. Town of Sandwich resident: \$30.00 for rentals lasting less than 4 hours for low-impact events such as small meetings (i.e., 20 people or fewer) that do not include food.
- iii. Town of Sandwich resident: \$200.00 for rentals lasting 4 hours or less for large events (e.g., parties; events including more than 20 people; etc.) which the Town, at its discretion, believes will include more wear and tear on the building and will require more post-event clean-up, which includes the cost of the Town monitor (if applicable).
- iv. Town of Sandwich resident: \$250.00 for rentals lasting more than 4 hours (8:00AM – 10:00PM single day maximum), which includes the cost of the Town monitor (if applicable).
- v. Non-Town of Sandwich resident: \$400.00 for rentals lasting 4 hours or less, which includes the cost of the Town monitor (if applicable).
- vi. Non-Town of Sandwich resident: \$500.00 for rentals lasting more than 4 hours (8:00AM – 10:00PM single day maximum), which includes the cost of the Town monitor (if applicable).
- vii. Formal non-profit 501(c)(3) entities may have their fees waived at the discretion of the Town Manager or his/her designee.
- viii. Certain other non-profit entities that may not necessarily have their formal 501(c)(3) designations may also have their fees waived at the discretion of the Town Manager or his/her designee.

c. Insurance & Copyright Licenses:

1. All users – other than Town Committees, Town Staff, and other federal, state, and local governmental officials and staff – will be required to sign attached Waiver and Hold Harmless Form.
2. All users must provide the Town with a copy of any required performance copyright licenses, if applicable, for the event.

d. General Responsibilities of Renters

1. All renters will be responsible for the following:
 - a. Setting up the space for the event (e.g., moving chairs, etc.)
 - b. Cleaning up after the event including but not limited to:
 - Pick up all used supplies, paper goods, reports etc. that may have been used during event.
 - Wipe all countertops, tables, etc.
 - Sweep floors
 - Bag all trash and leave in kitchen. Town employees will dispose of the bagged trash.

Note: In general, leave the space clean, the way you expect the space to look when you arrived.

- c. Returning the Meeting Rooms to the original set-up
- d. When holding arts & crafts events, users must take added protection for

the floors, tables and other furniture.

e. Kitchen

1. The kitchen facility is not designed for food preparations. All food must be prepared offsite and can be reheated utilizing the kitchen facilities.
2. All necessary dining, drinking and serving materials must be provided by the user.
3. The kitchen includes a full size refrigerator, sink, microwave, electric stove and oven.
4. There is no garbage disposal or dishwasher on-site.

f. Audio Visual and Sound Equipment

1. Users will have access to a wall mounted flat screen television. The facility has basic cable television and includes technology to allow for presentations to be displayed from certain electronic devices to the television (e.g., via HDMI cable and Bluetooth connectivity).
2. Wi-Fi is available onsite.
3. A podium with microphone and speakers is available onsite.

g. Furniture

1. Any additional furniture or furnishings to be brought into Community Center by the user must be pre-approved by the Town Manager's Office.
2. Note that there is a wooden picture hanging rail in the large room. Users are encouraged to hang pictures from this railing using appropriate hangers. Users are prohibited from taping or thumb-tacking anything onto any interior or exterior walls of the building.

3. Enforcement

- a. The Town Manager, or his/her designee, has sole discretion in determining the appropriate use of the Community Center. The Town Manager may, on an ad hoc basis, adjust the fee outlined above based on financial hardship—documented to the satisfaction of the Town Manager—of requested users of the Community Center. The Town Manager's decision is final, and may not be appealed to any other Town board or committee.
- b. Users that do not comply with these rules and regulations may be charged an additional use fee or cleaning fee; may be charged security deposits for future events; and/or may be banned from using the space in the future. Any damages to town property will be repaired/replaced at the user's expense. The Town Manager reserves the right to institute additional enforcement measures not listed above in the future.
- c. Fees may be adjusted from time to time, as the situation directs, to recover building expenses, by the Town Manager.