

## **East Hartford Community Cultural Center Reservation and Building Use Policies**

The East Hartford Community Cultural Center will operate under the following policies in an effort to offer a variety of leisure centered community activities.

1. **Parks and Recreation Department Hours of Operation:**  
Monday – Wednesday 8:30AM – 4:30PM  
Thursday 8:30AM – 7:30PM  
Friday 8:30AM – 12:30PM
  
2. **Reservation Policies:**
  - a) Town-sponsored programs will receive first preference and may override any outside, confirmed reservation. Every effort will be made to accommodate any changes made.
  - b) Evidence of Liability Insurance may be required, and need to provide it shall be determined upon receipt of application.
  - c) Requests for monthly reservations will be honored up to a year at a time. You may renew your reservation on the final month of your original application.
  - d) Groups meeting more than once per month may only make reservations on a quarterly basis. Rooms may be reserved during the final month of the current reservation.
  - e) All reservations will be dealt with on a “first come, first served” basis based on date of receipt.
  - f) Reservations will be confirmed upon receipt of application within five (5) business days of receipt.
  - g) Groups requesting rooms on a weekly basis may have use of the facility no more than once each week.
  - h) Reservations will be accepted up to one year in advance.
  
3. **Building Use Policies:**
  - a) Groups are responsible for room set up and rearranging the room to its original condition. Set up and rearrangement of the room must be accomplished within the time covered by the reservation.
  - b) Groups and Businesses requesting room use must make reservations at least two weeks in advance of event date.
  - c) Community Cultural Center will be closed to public use on all town recognized holidays.
  - d) The Town of East Hartford will not be held responsible for any lost, damaged or stolen property brought into the Community Cultural Center.
  - e) There is no overnight parking allowed except for tenants of the building who must park in their assigned parking spaces.
  - f) Smoking is strictly prohibited in all public areas of the building.
  - g) East Hartford businesses may reserve rooms for social/cultural events only.

**Building Use Policies (Continued):**

- h) Applicant for activity must be in attendance at the event throughout its duration.
- i) You are expected to keep the facility free of litter and to use the receptacles provided for trash disposal.
- j) Should damages occur during facility use, a written report must be filed with the Parks and Recreation Department by the person identified on the application within 24 hours.
- k) Any damage or misuse of the building will result in the automatic forfeiture of the security deposit. Should the cost of repair exceed the security deposit the person named on the application will be billed for the difference. If a deposit is not made part of the reservation, applicant will be billed for all damages incurred.
- l) All groups using the facility must be considerate of the building's tenants. There shall be no running in the hallways or loud disturbances. Children must be monitored at all times.
- m) Food and beverages will be allowed in all meeting rooms. However, no alcoholic beverages are allowed in the meeting rooms or in the Gymnasium.
- n) No food or beverage will be allowed in the hall, hallways, lobby, restrooms or other common areas frequented by the public.
- o) Alcoholic beverages are allowed only in the rear of the Auditorium (including wine and beer, and excluding hard liquors).
- p) All local police, fire and other municipal ordinances and regulations governing use of facilities, as adopted by the Town Council, are hereby made part of these conditions.
- q) Use of glitter and/or confetti within this facility is **NOT ALLOWED** under any circumstances.
- r) Renters/Groups must remain within the room they have rented. **They must NOT use hallways or other areas of the facility.**
- s) The Town of East Hartford Reserves the right to cancel all scheduled events due to inclement weather or other emergencies.

**4. Center Use:**

- a) Rooms may be reserved at the Parks and Recreation Department per the following schedule:
  - (1) Monday through Thursday: 9:00AM – 10:00PM
  - (2) Friday and Saturday: 9:00AM – 11:00PM
  - (3) Sunday: 12:00 Noon – 10:00PM
- b) **Fee Schedule:** Rental Fees: Up to four (4) hours usage.

**Community Rooms 3, 11 and 12:**

Resident: N/C \*\* Non-Res: \$50.00 Profit Making: \$150.00  
\*\*\$25.00 (M-Th) Before 8:30 AM & After 4 PM (Fri.) Before 8:30 AM & After 1:00 PM

Additional hours (after initial 4 hours)

- Resident: \$10.00 per hour
- Non-Resident: \$15.00 per hour
- Profit Making Grp.: \$30.00 per hour

**Center Use (Continued):**

**Gymnasium:**

**Resident: \$100.00    Non-Res: \$200.00    Profit Making: \$400.00**

**Additional hours (after initial 4 hours)**

- Resident:            \$20.00 per hour**
- Non-Resident:      \$50.00 per hour**
- Profit Making Grp.:    \$100.00 per hour**

**Auditorium:**

**Resident: \$125.00    Non-Res: \$200.00    Profit Making: \$300.00**

**Additional hours (after initial 4 hours)**

- Resident:            \$25.00 per hour**
- Non-Resident:      \$50.00 per hour**
- Profit Making Grp.:    \$75.00 per hour**

**5.    Fee Collection:**

- a)    **There will be no charge for the use of meeting rooms 3, 11 and 12 during the normal business week for residents.**
- b)    **The amount of the security deposit to be required for the use of meeting rooms, the Auditorium and Gymnasium shall be determined on a case by case basis by the Director of Parks and Recreation. This deposit must be received at the time of application. Make check payable to: Town of East Hartford.**
- c)    **Refunds will be processed within 30 days of the end of the event.**
- d)    **Fees are due upon application.**
- e)    **Failure to comply with building use policies, or failure to exercise reasonable care in the use of the facility will result in the forfeiture of security deposit and the disapproval of further applications by the applicant.**

**6.    Insurance Certificate Requirements:**

- a)    **Use of the facility will require all groups and businesses to provide a Certificate of Insurance evidencing coverage of a \$1,000,000.00 per occurrence general liability policy naming the Town as an Additional Insured. This certificate is due at the time of application. Copies of this certificate shall be forwarded to the Finance Director or his/her designee for approval.**
- b)    **Town Agencies, Boards and Commissions of the Town, Board of Education, and Non-Profit Groups associated with the Town or Board of Education may be exempted from Insurance Certificate requirements.**

**7.    Cancellations:**

- a)    **In the event of cancellation by the applicant within four weeks of the date of the event, half (50%) of the rental fee will be withheld.**
- b)    **If the event is cancelled more than four (4) weeks prior to the scheduled date, one quarter (25%) of the rental fee will be forfeited.**