



TOWN OF GRAFTON
 GRAFTON MEMORIAL MUNICIPAL CENTER
 30 PROVIDENCE ROAD
 GRAFTON, MASSACHUSETTS 01519
 (508) 839-5335 ext. 180 • FAX (508) 839-4602
 www.grafton-ma.gov

**MUNICIPAL CENTER & SENIOR CENTER
 USE OF FACILITIES RULES AND FEE SCHEDULE**

PURPOSE

To coordinate the efficient use of the Municipal and Senior Center Facilities used by Non-Governmental Organizations (NGO's). Municipal Center & Senior Center facilities are defined as:

- (1) Municipal Center Meeting Rooms
- (2) Municipal Center Gymnasium
- (3) Senior Center including: The Bolack Room, Arts & Craft Room, Kitchen (approved vendors only)

FEES

- Town of Grafton Governmental Organizations & Non-Profit Organizations No Use Fee
No Security Deposit
- Use of Facilities, Monday - Friday No Use Fee
 (no holidays) \$100.00 refundable Security Deposit
- Use of Facilities, Saturday & Sunday No Use Fee
 (no holidays) \$100.00 refundable Security Deposit
 plus custodial fees to be billed after the event

* Security Deposits will be refunded after a post-event inspection has been conducted and no damage has been found and after the Applicant has paid the custodial fee. Cost for damages or failure to clean up beyond the security deposit will be assessed and billed to the Applicant.

** Custodial coverage cost is based on a per hour rate and is required on weekends.

*** *Please submit one check for the security deposit. Make payable to the "Town of Grafton".*

GENERAL RULES

- 1) **Eligible Applicants:** Use of the Municipal Center & Senior Center facilities is available to Town of Grafton Governmental Organizations & Non-Profit Organizations free of charge. All other organizations will be subject to the fee schedule (see above). Non-profit organizations must provide proof of their active non-profit status and proof of their liability insurance in order to be eligible for consideration. The use of the facilities and/or grounds for personal profit is prohibited.
- 2) **Availability:** The grounds and /or facilities are available for use throughout the year, seven days a week with the following caveats:
 - No holidays.
 - Meeting Rooms: available between the hours of 9:00 a.m. and 9:00 p.m.
 - Gymnasium: available between the hours of 4:30 p.m. and 9:00 p.m.
 - Senior Center Facilities (including the The Bolack, Arts & Craft Room, Kitchen – restricted use) – at the discretion and prior approval of the Senior Center Director.
 - All Town of Grafton Government activities and events will take precedence over other applicants.
- 3) **Occupancy and Fire Safety** – All applicants must adhere to the building and fire codes with regards to use and occupancy limits per room.

Town of Grafton – Municipal Center & Senior Center
USE OF FACILITIES RULES AND FEE SCHEDULE

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- 4) **Use of Facilities Application:** To request the use of Municipal Center facilities you must fill a “Municipal Center & Senior Center Use of Facilities” form. Completed forms and fees must be returned to the Office of the Town Administrator. Incomplete applications and / or non-payment of fees will not be considered. All requests will be honored on a first come, first served basis. All Town of Grafton Government activities and events will take precedence over other applicants.
- 5) **Use of Senior Center Facilities:** Requests for use of areas within the Senior Center by municipal and non-profit entities will be at the discretion and prior approval of the Senior Center Director who is required to sign the Use of Facilities application upon approval. Once approved by the Senior Center Director, the Applicant will be responsible for submitting a completed application packet to the Office of the Town Administrator for review and final determination. The kitchen facilities are restricted to vendors who have a valid Board of Health permit for the event or activity. Occupancy for facilities:

Gymnasium	Floor Area only: 400	Stage only: 100	Total occupancy Floor + Stage: 500
Arts & Crafts Room	Tables & Chairs: 39	Chairs only: 83	
The Bolack Room	Tables & Chairs: 50	Chairs only: 110	

- 6) **Acceptable Activities:** The use of the facilities for personal profit is prohibited. Municipal Center meeting rooms, Council on Aging facilities and Gymnasium will not be reserved for personal / private functions such as birthday parties, wedding showers etc.
- 7) **Priority Use:** In the event that requested space is needed for a town board, committee, commission or a town sponsored/sanctioned event, pre-scheduled events may be relocated and/or cancelled. A group with an approved Use of Facilities form has priority over a group that does not.
- 8) **Arrival & Departure Requirements:** Do not arrive earlier than or stay after the permitted time. The person in charge of the event must give notice to the custodial when you arrive and leave the premises.
- 9) **Non-Transferrable:** Approved groups or individuals may not give their permitted time to another group or individual. All changes must be done through the Office of the Town Administrator.
- 10) **Vendors:** must have valid permits from appropriate departments to operate on Town property. This is particularly important if food is to be served at an event where the public is invited.
- 11) **Additional Permits:** depending on the activity or event any number of additional permits may be required. The Applicant is responsible for obtaining and paying for these permits.
- 12) **Alcohol or Glass Containers:** none allowed.
- 13) The Town of Grafton reserves the right:**
- a. to refuse use of the grounds and/or facilities to any group if the proposed activity is deemed to be a “high damage” risk.
 - b. to refuse use of the grounds and/or facilities based on a history of past damage caused by an applicant and/or group.
 - c. to deny an application or cancel an event due to natural disasters or scheduling conflicts beyond its control.
- 14) **Damages:** The applicant and/or group is responsible for reporting any damages immediately to the Office of the Town Administrator and for reimbursing the Town for damages to facilities and / or grounds.



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MUNICIPAL CENTER & SENIOR CENTER
Application for the Use of Facilities

- Applicant is responsible for following the “Municipal Center & Senior Center Use of Facilities Rules and Fee Schedule”.
- Certain events will require additional approval by the Office of the Town Administrator.
- Please allow up to 7 business days for approval and processing. Please plan accordingly.
- All fees must be paid in full at the time of booking. Dates will not be held in reserve over the phone.
- Application and fees are to be submitted to the Office of the Town Administrator.
- *Please submit one check for the security deposit. Make check payable to the “Town of Grafton”*

Applicant: Name of Organization: _____

Website (if applicable): _____

Name (please print) _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell Phone _____

Email Address: _____

Purpose for Request: _____

Name of Person in Charge the Day of the Event _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Facilities Requested (check all that apply):

Municipal Center Facilities

_____ Gymnasium _____ Meeting Room(s) – list _____

Senior Center Facilities- requires advance approval by the Senior Center Director

_____ Kitchen (approved vendors only) _____ The Bolack Room _____ Arts & Craft Room

Date Requested:

First Choice _____ from _____ to _____

Second Choice _____ from _____ to _____

