



City of Saco, Maine

PARKS & RECREATION DEPARTMENT
300 MAINE STREET
SACO, ME 04072-1538

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Community Center Use & Reservation Policy

(Revised November 3, 2008)

Facilities Available for rental

- a) **Room 133/Gymnasium 80'x100'**
 - i) Maximum Capacity is 1,200 people assembly/dance
606 people with tables & chairs or booths
- b) **Room 104/Meeting Room 30'x32'**
 - i) Maximum Capacity is 60 people
- c) **Room 203/Conference Room 32'x32'**
 - i) Maximum Capacity is 45 people

Municipal

1) Priority use of the Community Center

- a) Reasonable attempts will always be made to avoid scheduling conflicts; however, if clarification is needed the following prioritizing will apply.
 - i) Emergency Shelter Operations.
 - ii) Federal, State, & Local Elections.
 - iii) City sponsored meetings, activities, and events.
 - iv) Meetings, events, and activities sponsored by agencies working jointly with the City.
 - v) Local Non-Profit or Community Organizations.
 - vi) Commercial or Private Events.
 - vii) Out of Town user groups.

2) Community Center Rental Hours

- a) Friday & Saturday 7:00 a.m. – 11:00 p.m. (clean-up time can extend to 12:00 a.m.)
- b) Sunday – Thursday 7:00 a.m. – 10:00 p.m. (clean-up time can extend to 11:00 p.m.)
- c) Rentals outside of normal operating hours (M-F before 7:30am and after 8pm and Weekends) will be billed a staffing cost of \$20 per hour that staff is present to cover overtime incurred by the department.
- d) All rentals are reserved in ½ -hour blocks.
- e) Renter or designee must be present during all hours of the scheduled event.
- f) Delivery of supplies and/or equipment will not be accepted at the facility prior to indicated start time of event.
- g) All individuals associated with the event must vacate the facility by the indicated ending time.
- h) To adjust hours for an event, the Parks & Recreation Department needs to be contacted immediately. The City of Saco reserves the right to deny such changes.
- i) Facilities have limited availability for rental on the following dates: January 1st, July 4th, Thanksgiving Day and the day after Thanksgiving, December 24th, December 25th, December 26th, and December 31st.

3) Responsibilities of Renters

- a) Renters are entitled to use those facilities specifically authorized in application. Use of other facilities/spaces within the Community Center is prohibited.
(i.e. If rental agreement specifies particular room the Gym cannot be used unless specified on application.)
- b) Renter is responsible for conduct of all participants, supervision of minors, damages, and all fees due.
- c) Renters are responsible for securing the area that they rented upon their departure.
- d) Participants must agree to fully and promptly obey any and all lawful orders given by the Police Department, Fire Department, and/or Parks & Recreation Department.
- e) If police assistance is required, the event will be closed immediately, and the deposit will be forfeited.

4) Insurance

- a) Certificate of insurance will be required for all private and commercial events.
- b) Insurance Certificate must be submitted to the City of Saco within two weeks after approval of application. Failure to do so will result in the termination of the contract and cancellation of event.
- c) Minimum coverage required is \$300,000 General Liability with the City of Saco listed as an additional insured.
- d) All commercial contractors must carry their own commercial insurance.
- e) Non-profit community organizations will be required to sign an agreement holding the City of Saco harmless for liability resulting from the activity taking place.
- f) Governmental entities (i.e. Saco School District) will be exempt from this policy.

5) Security/ Chaperones

- a) Event security or chaperones may be required for any event.
- b) The number of security guards or chaperones is determined by the Parks & Recreation Department based upon number and ages of participants as well as the nature of the event.
- c) Any costs associated for security guards or chaperones is the responsibility of the renter.
- d) Security guards or chaperones must be at event the entire time guests are present.
- e) Adult chaperones are required for youth events. A list of these chaperones must be submitted to the Parks & Recreation Office at least ten (10) days prior to the event. This list must include full name, addresses and phone numbers for all chaperones.

6) Smoking and Alcoholic Beverages are NOT allowed.

(In the building or on the grounds in accordance with City Resolution passed July 5, 2005)

7) Ongoing Facility Use

- a) Requests for ongoing facility use will be considered on a case-by-case basis.
- b) Once approved, one (1) security deposit will be deposited on account with the City for renters with regularly scheduled events. The deposit will be refunded in accordance with this policy at the end of each fiscal year (June). A new security deposit will be required along with a new completed application before the beginning of each fiscal year (July).
- c) Once approved a yearly payment schedule will be set up with payments being made in advance for the upcoming month(s).
- d) If ongoing use is approved there may be instances on occasion where your meeting time or location may have to be altered to accommodate other activities and events or emergency shelter operations.

8) Annual Public Activities

- a) If an organization has established an annual activity at the Community Center, that organization has first priority to schedule that date for the following year.
- b) If the organization has not submitted an application for the following year within one (1) month after annual use, the date becomes open and available for reservation by the general public.

9) Parking

- a) Parking regulations for the City of Saco must be followed at all times.
- b) On street parking along Franklin Street and side streets is prohibited.

10) Failure to Comply

- a) Failure to comply with policies, terms and condition will result in forfeiture of deposit monies and possible refusal to rent in the future.

11) Permit Revocation

- a) The City of Saco reserves the right to revoke use permits at any time for any reason the City deems necessary, including: failure to observe rules and regulations; ordinances of the City of Saco; fights, vandalism, or improper conduct; advertising an event before approval of application; exceeding building capacity; giving incomplete or incorrect information regarding the nature of the event or number in attendance.
 - i) If an event or activity is cancelled for such reasons, no refund of fees and/or deposit will be given.
- b) The City of Saco reserves the right to revoke use permits at any time when a facility is needed for emergency or disaster situations.
- c) In the event of the Community Center being opened as an Emergency Shelter all reasonable attempts will be made to contact a renter if a conflict arises.
 - i) In such a case all rental fees and security deposits will be refunded in full.
 - ii) The City of Saco assumes no financial liability for cancelations in such an event.
 - iii) Rescheduling of a cancelled event will be based on the current availability of facilities.

12) Reservation Procedures

- a) Reservations may be made up to one (1) year in advance.
- b) Reservations may be mailed to the City of Saco Parks & Recreation Department, 300 Main Street Saco, ME 04072 or may be dropped off in person at the Community Center office on 75 Franklin Street.
- c) Full application; including any additional forms or information, are due at time of application.
- d) Telephone reservations are not accepted and dates cannot be penciled in prior to approval.
- e) Application is not approved until signed by Parks & Recreation Administration.
- f) Within two weeks after approval of application all payments including security deposit and certificate of insurance must be submitted to the department. Failure to do so will result in the termination of the contract and cancellation of event.
- g) Keys (if needed) will be available for pick up one (1) day before scheduled event and only if all payments, including security deposit and certificate of insurance have been submitted to the department.

13) Amplified Sound

- a) Use of amplified sound equipment is subject to City noise ordinance restrictions.

14) Decorations, Floor Plans, & Signs

- a) The City's Code Enforcement Office must approve any outdoor signs or banners used in conjunction with any event or activity.
- b) Activities and Events utilizing the Gym must submit a floor plan at time of application.
- c) All decorations must be pre-approved by the Parks & Recreation Department.
- d) Set-up and takedown of all decorations must occur within the hours specified on the Rental Agreement (unless previous written approval has been granted).
- e) Painter's tape is the only means of attaching decorations/signs allowed.
- f) **NO** staples, tacks, duct tape, metal hangers, screws, or nails allowed.
- g) Helium balloons must be anchored at all times and removed after event.
- h) Use of lit candles or other open flame is prohibited.

15) Custodial

- a) Applicants must leave all areas of the facility used in a clean condition, including kitchen and bathroom areas. Furniture must also be put in arrangement according to room plan.
- b) A cleaning checklist will be provided to the renter with the rental packet and left in the designated area for staff review.
- c) Trash must be removed from the building and placed in the outside dumpster.
- d) If extra cleaning by our staff is needed, funds will be taken from security deposit.
- e) If extra cleaning exceeds security deposit, the renter will be billed the balance.
- f) Cleaning may be contracted out through the city (dependant on staff availability) at a rate of \$50 an hour.

16) Use of Equipment

- a) Use of City equipment is subject to availability.
- b) Equipment available at no extra charge includes available tables, chairs, and audio/visual equipment.
- c) No equipment will be loaned or removed from the Community Center or rooms in which they are found.

17) Fee Waivers or Reductions & Donations

- a) Applicant may request a fee waiver or reduction. If a fee waiver or reduction is granted, the group will be accommodated on a space available basis. Waivers or reductions will only be considered if the applicant complies with all City facility use requirements and the purposed use meets one of the following conditions.
 - i) The activity or event is conducted by a local organization and the primary purpose of the activity or event is to provide services for the local community.
 - ii) The activity or event is of large-scale community wide interest or benefit, is conducted by a local organization and will be open free of charge to all members of the local community.
- b) Donations or an exchange of professional services can be accepted for a fee waiver or reduction.
- c) Fee waivers or reductions will only be considered if the applicant complies with all city facility use requirements and policies.
- d) Any applicant requesting a fee waiver must complete a fee waiver form to be submitted with application.

18) Additional Charges

- a) Overtime will be charged for all time used above and beyond reserved hours.
- b) Overtime is equal to 1.5 times the hourly rate charged in half hour increments.
- c) Renter will be billed for any fees associated with damages or loss of city property that is greater than the security deposit.

19) Cancellation Policy

- a) If cancellation is necessary, the Parks & Recreation Department must be notified immediately.
- b) If reservation is cancelled more than one (1) month prior to event, entire deposit will be refunded.
- c) If reservation is cancelled less than thirty (30) days prior to event, 50% of deposit will be refunded.
- d) Deposit will not be refunded for cancellations less than five (5) days prior to event.
- e) The exception to this policy will be cancellations made due to inclement weather conditions.

20) Payment of Fees

- a) Within two weeks after approval all payments including security deposit must be submitted to the department. Failure of payment will result in the termination of the contract and cancellation of event.
- b) All checks and money orders must be made out to Saco Parks & Recreation.

21) Security Deposit

- a) A refundable security deposit is required after application approval and must be submitted to the department with the application fee.
 - i) Any damage or loss to facility or equipment is the responsibility of the renter.
 - ii) Renter will be liable for any and all costs associated with restoring, replacement, damage, or loss.
- b) Security deposits are refundable unless:
 - i) Event extends beyond reserved hours.
 - ii) Facility, grounds or equipment is damaged.
 - iii) Fights, vandalism, or improper conduct occurs.
 - iv) Facility is not left clean.
 - v) Police assistance is required.
 - vi) All keys issued are not returned.
 - vii) Fees due resulting from one or more of the above will be taken from security deposit.
- c) Renter will be billed for any fees associated with damages or loss of city property that is greater than the security deposit.
 - i) If renter refuses or fails to pay billed balance, legal action will be taken.
 - ii) Renter will not be allowed to use City facilities until full restitution has been made.
- d) Please allow up to four (4) weeks after your event for the return of your security deposit.

	Private & Commercial	Non-Profit & Community
Minimum Security Deposit	\$75.00	\$50.00
Rentals Between \$50-\$100	\$100.00	\$50.00
Rentals Between \$101-\$300	\$200.00	\$150.00
Rentals Over \$300	75% of Application Fee	50% of Application Fee

22) Hourly Rental Fees

a) All rentals are reserved in 1/2 hour blocks.

Commercial or Private Group	Hour	Meeting (2hr limit)	1/2 Day (4 Hr limit)	Full Day	Weekend
Room 203 - Conference Room	\$40.00	\$60.00	\$150.00	\$275.00	\$575.00
Room 104 - Meeting Room	\$40.00	\$60.00	\$150.00	\$275.00	\$575.00
Gymnasium	\$50.00	\$75.00	\$250.00	\$500.00	\$1,250.00

Non Profit Group	Hour	Meeting (2hr limit)	1/2 Day (4 Hr limit)	Full Day	Weekend
Room 203 - Conference Room	\$20.00	\$20.00	\$35.00	\$50.00	\$100.00
Room 104 - Meeting Room	\$20.00	\$20.00	\$35.00	\$50.00	\$100.00
Gymnasium	\$25.00	\$35.00	\$75.00	\$200.00	\$500.00

Non Profit Youth Group	Hour	Meeting (2hr limit)	1/2 Day (4 Hr limit)	Full Day	Weekend
Room 203 - Conference Room	Free	\$15.00	\$25.00	\$50.00	\$100.00
Room 104 - Meeting Room	Free	\$15.00	\$25.00	\$50.00	\$100.00
Gymnasium	\$25.00	\$40.00	\$75.00	\$200.00	\$500.00

Community (Family) Group	Hour	Meeting (2hr limit)	1/2 Day (4 Hr limit)	Full Day	Weekend
Room 203 - Conference Room	\$10.00	\$15.00	\$25.00	\$50.00	\$100.00
Room 104 - Meeting Room	\$10.00	\$15.00	\$25.00	\$50.00	\$100.00
Gymnasium	\$25.00	\$40.00	\$75.00	\$200.00	\$500.00

*The Saco Parks & Recreation Department reserves the right to make changes or additions to this policy.