

**TOWN OF CHARLTON**  
**COMMUNITY CENTER USE POLICY**  
ADOPTED APRIL 11, 2011

**POLICY STATEMENT:**

It is the policy of the Town Board of the Town of Charlton to make the Charlton Community Center, located at 784 Charlton Road, available to town residents over the age of 21, town based not-for-profit groups and town based community groups. The use of the center shall be limited to meetings, social activities and/or educational activities. The Town Board will be the approval agency for permitted use of the Community Center. The Town Board reserves the right to refuse any requested permit for an activity which does not comply with this use policy as the Town Board may determine in its absolute discretion.

**PERMIT AND USE PROCEDURES:**

The Town Board hereby establishes terms and conditions regarding the use of the Charlton Community Center. These rules, regulations and fees are intended to ensure the appropriate use of the Charlton Community Center for the benefit of all the residents of the Town of Charlton.

1. Use of 784 Charlton Road will be limited to Town residents, Town based not-for-profit groups and Town based community groups. There will be a user fee of \$25.00 for a single use event, to be paid at the time of the application. Town based not-for-profit groups will not be required to pay this user fee. Fees for multiple use permits, if any, will be determined by the Town Board.
2. Occupancy of the Center shall be limited to the posted maximum of 68 seated or 144 standing participants.
3. The hours of use of the Center shall be limited from 8:00AM until 10:00 PM. Modifications of these hours shall require Town Board approval.
4. Smoking in the Center is strictly prohibited.
5. Use of alcoholic beverages in the Center is strictly prohibited.
6. With the exception of service dogs, pets are strictly prohibited unless approved by the Town Board.
7. Alterations to Center property or equipment are strictly prohibited. Temporary decorations normally used for celebrations are permitted if such use does not cause any visible change to Center property.
8. The Center must be left in the same condition as it was found prior to use, namely, clean and prepared for a next user. All users shall be responsible

for removal of all trash and other debris which was created from the use of the Center. All permitted users are responsible for bringing the user's equipment and supplies. Any required cleaning performed by Town staff as a result of an event will be charged to the user.

9. Reservations are required for the use of the Center. Users shall file a request by completing the Town of Charlton Community Center Request Form. Requested regular uses may be allowed if approved by the Town Board. All regular use approvals will be placed on the Charlton Community Center calendar maintained in the Town Clerk's Office.
10. All use, practices and policies of the Community Center will be under the exclusive control of the Town Board and will require Town Board approval.
11. Permitted user groups may avail themselves of the telephone service provided in the Center. No long distance calls are permitted. Reimbursement for any long distance calls will be required and such user groups may forfeit future uses of the Center.
12. Permitted user groups are responsible for control of all parking, including that which may be required outside the boundaries of the parking spaces associated with the Center.
13. Permit holders will obtain a key to the Community Center from the Town Clerk prior to the event and return the key on the day following the event unless that day is one that the Town Hall is not open. In that case, the key shall be returned on the first day after such use when the Town Clerk's Office is open. The key may also be placed in the locked mailbox at the end of the Town Hall driveway, with notification to the Town Clerk of such placement.
14. Possession of weapons of any kind is strictly prohibited on Town property except by law enforcement personnel or as part of a Town Board permitted activity.
15. No cooking is permitted in the Community Center.
16. The Community Center will be made exclusively available for the time approved on the user permit. The permit holder is responsible for all setup, take down and cleaning of the Center.
17. The Town Board shall reserve the right, in circumstances beyond the Town Board's control to revoke any permit granted for such use.

**LIABILITY:**

Permit holders shall assume liability for any damage done to Town property resulting from permitted use activities. In such event, the Town Board will obtain an estimate of the damage and advise the permit holder, in writing, of such cost. Payment for damage shall be made to the Town Board within ten calendar days of notification of the damage cost amount.

**LIABILITY INSURANCE REQUIREMENT:**

The Town Board reserves the right to require an applicant to obtain an insurance liability certificate naming the Town of Charlton as an additional insured and in an amount determined by the Board. Factors used in making this determination will include the intensity of use, potential parking and/or traffic considerations and the potential liability of the proposed activity. In such instances, users will be required to have a minimum of \$300,000 of coverage, and which amount may be increased by the Town Board under the terms of this provision.

**POLICY AMENDMENTS:**

The Town Board reserves the right to amend these policies from time to time in order to meet the needs of residents of the Town of Charlton while protecting the value and condition of the Community Center.

## COMMUNITY CENTER USE CHECKLIST

Please confirm that you have done the following before returning the key to the Town Clerk's Office:

- \_\_\_ Inspected the premises upon arrival and immediately reported any pre-existing problems to the Town Clerk's Office 384-0152 ext. 201
- \_\_\_ Cleaned the kitchen (if used)
- \_\_\_ Swept floors (if craft project created debris, or food was served, etc.)
- \_\_\_ Removed garbage (carry in/carry out)
- \_\_\_ Turned thermostat down to 60
- \_\_\_ Shut off any air conditioners
- \_\_\_ Turned off lights
- \_\_\_ Locked door

### Statement of Use:

I \_\_\_\_\_ am leaving the Community Center in  
(Please PRINT your name)

the same condition as it was found prior to my/our use (clean and prepared for the next user).

Signed,

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**PLEASE RETURN THIS SIGNED CHECKLIST WITH THE KEY TO THE TOWN CLERK'S OFFICE  
OR DROP IN THE LOCKED DROP BOX ON THE DRIVEWAY IF TOWN HALL IS CLOSED.**