



## FACILITY USE

### BURLINGTON RECREATION DEPARTMENT

#### USE OF INDOOR FACILITIES

#### GENERAL POLICY

1. Recreation Department indoor facilities may be used by Town Departments, Burlington non-profit organizations, Burlington residents, and Burlington companies (for recreational purposes only) within the guidelines provided in this Policy. Organizations using indoor facilities must be Burlington-based, and all groups using facilities must be comprised of at least 51% Burlington residents. Groups with higher percentages of Burlington residents will receive higher priority.
2. Use will be dependent upon availability and best utilization of the facility for the community. The Recreation Department will review facility use quarterly and make changes as needed. Groups authorized to use space in one quarter are **NOT** guaranteed use in future quarters.
3. Groups wishing to extend use for additional quarters must contact the Recreation Department to request an extension. Groups wishing to use facilities from year-to-year must submit a new application each year. It is recommended that annual requests be submitted by May 15<sup>th</sup> each year.
4. The Recreation Department may charge fees, as approved by the Recreation Commission, to cover all or part of the costs associated with facility use, such as:
  - a. Occupancy
  - b. Maintenance
  - c. Supervisory Services
  - d. Custodial Services
  - e. Administration
  - f. Deposit
5. Facility users will be required to pay for any damage and to replace lost or broken equipment.
6. The Recreation Commission reserves the right to amend this Policy and accompanying Regulations and to rule on situations not specifically covered in the Policy or Regulations.

#### REGULATIONS

1. Applications
  - a. An application form should be submitted to the Recreation Department at least two weeks prior to the desired date.
  - b. The application will be reviewed and the applicant notified of approval or disapproval and any conditions.
  - c. An application must be submitted and approved before a facility can be reserved.
2. Supervision
  - a. Adequate adult supervision must be provided by the user to assure proper conduct of attendees.

- b. Depending on the nature of the activity and the needs of the user, a Recreation Department supervisor and/or custodian may be assigned. In some cases, the user will be required to pay for supervisory or custodial services in addition to a rental fee.
- c. Police coverage, if required, will be at the expense of the user.

### 3. Compliance Regulations

- a. All laws, ordinances, fire regulations and rules regarding the use of public buildings must be complied with.
  - Alcoholic beverages are not permitted.
  - Smoking is not allowed.
  - The serving of food must be approved in advance and must be confined to designated area.

### 4. Equipment

- a. All equipment or supplies brought in by the user must be listed on the application.
- b. Recreation Department equipment requested must be listed on the application. A deposit may be required for use of certain equipment.

### 5. Clean-Up

- a. The user is responsible for cleaning up all areas used and leaving the facility in essentially the same condition it was found.
- b. Groups that do not clean up adequately may be charged to pay for cleaning and may lose the privilege of using facilities in the future.

### 6. Security

- a. The person in charge of an activity must provide for adequate security including police coverage, if necessary. He or she must also see that these regulations are enforced and will be held responsible if they are not.
- b. Entry doors should not be left unlocked and unattended.
- c. The door between the Recreation Center and Senior Citizens Center on the first floor and the door between the Recreation Center and Human Services wing on the second floor have been equipped with warning alarms. If the door alarm sounds, you must immediately check to see who has opened the door. These doors are to be used as emergency exits only, and people in your group should not be allowed to enter the Senior Center or Human Services wing except on official business during business hours.
- d. If your group is the last to leave, you must make sure all doors are locked, all windows closed, and lights turned off.
- e. The person in charge must not leave until all attendees have left.

## 7. Confirmations and Cancellations

- a. It is the user's responsibility to contact the Recreation Department one week prior to the scheduled date of use to confirm the reservation.
- b. If a user finds it necessary to cancel a reservation, the Recreation Department should be notified as far in advance as possible. To avoid minimum charges, the Recreation Department must be notified of a cancellation at least five business days before the date of use. The Recreation Department office is not open Saturdays, Sundays and holidays.
- c. The Recreation Department may cancel reservations at any time without prior notice.

## 8. Issuing of Keys

- a. If keys are to be issued, they should be picked up at least one business day before the date of use and returned the next business day after the date of use.
- b. Any keys issued should be signed out and safeguarded until returned to the Recreation Department. There will be a key deposit and a charge to replace lost keys.

### **USER FEES** (for up to 2 hours of use per date)

(Checks payable to Town of Burlington; Visa and Mastercard)

1. Town of Burlington Departments	No Charge
2. Burlington residents	\$ 10
3. Burlington non-profit groups	\$ 10
4. Burlington companies	\$ 15
5. Weekend use	\$ 15*

**\* Plus \$10 per hour for Supervisor**

### **SUPERVISORY FEES**

Users will be billed for supervisors assigned by the Recreation Department to work weekend shifts. Payments should be made prior to use.

### **KEY DEPOSIT**

\$10

### **OTHER FEES AND CHARGES**

Should be agreed upon in advance by the Recreation Department and the user.

## **FACILITIES**

### 1. **Recreation Center - Gym**

Available to groups with a maximum of 40 participants

#### Guidelines

- a. Everyone must wear sneakers, no black soles
- b. No food or drink allowed. Water fountain in the hall

### 2. **Recreation Center - Function Rooms**

Available to groups of 50 or less, both rooms may be used for a maximum of 100

#### Guidelines

- a. Do not drag tables across floors
- b. No food or drink

### 3. **Recreation Center - Conference Room**

Available to groups with a maximum of 15 participants

#### Guidelines

- a. No food or drink



# BURLINGTON RECREATION DEPARTMENT

## Indoor Facilities Application

Applicants for use of Recreation Department indoor facilities should complete and return this form to the Recreation Department office at the Center for Human Services or mail to: Recreation Department, Town Hall, Burlington, MA 01803.

When approved and signed by a Recreation Department official, this application serves as a permit to use the named facility as specified. Reservations will be confirmed for only one season (approximately three months). Groups wishing to extend use for additional seasons must contact the Recreation Department to request an extension. Regular users must submit a new application at least every 12 months.

**ORGANIZATION** \_\_\_\_\_

**PERSON-IN-CHARGE** \_\_\_\_\_ **Evening Phone** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **Day Phone** \_\_\_\_\_

1. Facility requested \_\_\_\_\_  
Room(s) \_\_\_\_\_
2. Day of week \_\_\_\_\_  
Date(s) \_\_\_\_\_
3. Starting time \_\_\_\_\_ Ending Time \_\_\_\_\_
4. Describe activity \_\_\_\_\_
5. Estimated attendance: Children \_\_\_\_\_ Adults \_\_\_\_\_ %Residents \_\_\_\_\_
6. What food, if any, will be brought in? \_\_\_\_\_  
\_\_\_\_\_
7. What equipment, if any will be brought in? \_\_\_\_\_
8. Recreation Department equipment requested \_\_\_\_\_
9. Will there be an admission charge? \_\_\_\_\_
10. Other requests or additional information \_\_\_\_\_  
\_\_\_\_\_

**USER'S RESPONSIBILITIES:**

Before signing this request, please review the Recreation Department Policy "Use of Indoor Facilities."

Signature of person making request \_\_\_\_\_

Date \_\_\_\_\_

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**FOR RECREATION DEPARTMENT USE**

USER FEE: \$ \_\_\_\_\_

KEY DEPOSIT \$ \_\_\_\_\_

Number of supervisors and salary rate \_\_\_\_\_

Number of supervisors and salary rate \_\_\_\_\_

Other financial responsibilities \_\_\_\_\_

Special instructions or conditions \_\_\_\_\_  
\_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DATE** \_\_\_\_\_