



REDDING COMMUNITY CENTER

POLICY AND BUILDING USE

GENERAL POLICY

The Community Room, Multipurpose Room, Gymnasium, and Fields of the Redding Community Center shall be available for use by members of the community.

Regular building hours are Monday through Thursday, 8 am to 10 PM, weekend and holiday use is subject to seasonal variations.

PROCEDURE FOR REQUESTING FACILITIES

1. All requests for the use of the facilities shall be made in writing using the approved Town Application form and sent to either the Director of Human Services or the Director of Park and Recreation.
2. The Community Center will begin the calendar year in September. Scheduling decisions will be made on a quarterly basis: August 1, October 1, February 1, and May 1. Should your group need to use the building monthly, or more frequently, throughout the year, please include all dates for which scheduling is requested in your Application.
3. All Applications after the quarterly deadlines will be accepted on a first-come, first-served basis.

Requests for non-regular building hours must be submitted at least two weeks prior to the event or meeting.

1. When the size of the anticipated attendance or the nature of the activity or event warrants, the sponsoring organization shall arrange for police traffic control and additional supervision as determined by the building administration. Such arrangements must be made by the applicant through the police department. Any fee charged for police services is the responsibility of the applicant.
2. Any fees, if required, must be paid in-full no less than one week prior to the event.
3. Notice of cancellation of events must be made 24 hours in advance (48 hours, if event is scheduled for a weekend). Any event cancelled without notice, that is scheduled outside of the regular building hours, will forfeit fee. There will be no cancellation fee charged when cancellation is due to inclement weather.

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FACILITY RESTRICTIONS

1. No smoking is permitted anywhere in the building or on the property.
2. Any event serving alcoholic beverages must notify the building administration at the time of the application. The administrator will notify the police to determine if an officer will be required for the event. If it is determined that a police officer will be required, the applicant will be responsible for hiring a Town of Redding police officer
3. The Town of Redding assumes no responsibility for property left on the premises by the applicant or the applicant's guests.
4. The Town of Redding and the daily occupants of the building must have free access at all times.
5. Consumption or possession of any illegal substance is prohibited.

RESPONSIBILITY OF USER

1. Any group or organization using the Community Center is responsible for leaving the facility as it is found. All litter and trash for large events must be placed in the dumpster or removed from the grounds and disposed of properly. Any damage done to the facility by a group or organization, as determined by the building administration, will be the financial responsibility of that group or organization.
2. The person (over 21) responsible for the event MUST be present for the entire event.
3. Any program involving children is the responsibility of the group leader. Group leaders must arrive fifteen (15) minutes before the scheduled event. Group leaders must not leave until all children have been picked up. Under no circumstances is any child to be left unattended.
4. Set up, breakdown or clean-up of any program or activity is the responsibility of the user group.
5. See attached requirements if kitchen is to be used.

INSURANCE REQUIREMENTS

1. Any group or organization using the Community Center must assume full responsibility for personal injury to any participants and spectators.
2. Any group or organization using the Community Center must provide a certificate of insurance acceptable to the Town of Redding prior to use of the premises. Such a certificate shall provide public liability insurance for bodily injury and property damage. The Town of Redding shall be included as an additional Named Insured on the Certificate of Insurance. This certificate shall be filed with the building administration at the time of application. Said insurance shall be not less than one million dollars. **If no insurance certificate is available, special coverage can be purchased.**
3. Individuals wishing to use the Community Center are required to submit or purchase insurance from a town agent if alcohol is being served
4. Should any injury occur during an event, a report of injury must be filed in the First Selectman's office within 24 hours of the injury.

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FEES

Groups **exempt** from rental fees during regular hours:

1. Redding-based not-for-profit groups comprised mainly of Redding residents (75%+.)
2. Town of Redding departments.
1. Redding Board of Education.

Rental fees apply to the following groups:

1. Private/for profit groups and organizations
2. Regional groups and organizations

FEES – RCC Rooms or Gym:

- \$35 per hour plus \$100 deposit
- \$250 deposit if kitchen is used

Custodial fees will be charged if applicable.

The Town of Redding reserves the right to change policies as needed in the best interest of the Town of Redding.

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REDDING COMMUNITY CENTER KITCHEN

RULES AND REGULATIONS

Welcome to the Community Center kitchen. We are very proud of our facility. Please help us to keep it clean, neat and ready for use by the next organization.

Note: If food is being served, a one-day permit is required from Redding's Health Department.

1. All organizations and groups must supply their own eating utensils. Please use paper dishes and plastic flatware, which can be easily disposed of.
2. All trash must be taken to the dumpster in the rear of the building. Dumpster should be closed at all times.
3. All pots, pans, dishes must be washed and put away. Store utensils with handles in the same direction.
4. Nothing is to be left on the counters.
5. No food is to be left in the refrigerator.
6. Clean up any spills on stove, in refrigerator or on the floor.
7. All tables & chairs used for dining must be wiped off after each use.
8. If tables are moved, they must be returned to the original positions or storage.
9. Any additional cleaning that is required to be done by the custodian will incur a fee.
10. Please bring your own cleaning materials, soap, dishrags, and paper towels.
11. No deep-frying.
12. If the custodian is present when you arrive, please confirm that the above will be followed and confirm if there any special needs or requirements for your event.