



Van Wyck Community Center Use Policy (Effective 3/1/2021)

GENERAL STATEMENT:

The Town of Van Wyck encourages the use of its facilities by its citizens. This policy is provided and designed to standardize events held in the Van Wyck Community Center (“Center”) and to ensure coordination in the scheduling of the events. It is also designed to communicate to the public the rules of use of the Center and the approval process for Center use requests. The intent of this policy is to help users of the Center enjoy it to its fullest extent while considering the safety and health of the participants and the protection of public property.

The Town of Van Wyck encourages events that educate and expose the public to a range of diverse cultural and social experiences, however, the approval of an event is not an endorsement of the event by the Town.

A. Priority of use.

Decisions to grant use of the Center will be made in accordance with the following prioritized designation and ranking:

1. Town of Van Wyck meetings or events.
2. Programs or events of community-wide interest approved, endorsed or co-sponsored by the Town of Van Wyck.
3. Programs or events of community-wide interest sponsored and organized by local civic organizations.
4. Town resident private functions.
5. Non-town resident private functions.

B. Use Criteria.

Items considered in the approval process include, but are not limited to:

1. General risk to health, safety and welfare to the participants in the event and to the citizens of Van Wyck.
2. Compliance with applicable town, state and federal laws.
3. Nature of the event, and how it will serve the community.
4. Impact of event on neighboring residents and properties.
5. Impact and/or cost of the event on Town property.
6. Dates and times during which the event will occur.
7. Number of participants, facility capacity, and parking availability.
8. Past compliance with this policy.

C. Application Process.

In order to quickly and efficiently review each Center Use Request (“Request”) submitted for approval, the Town has developed the following approval process:

1. **Step 1: submittal of application.** The applicant submits the Request to the Town, or its designee, detailing the event, nature of the use of the Center, and specific needs for Town services. The Request must be submitted at least one (1) month in advance of the planned event date to determine eligibility, availability, and consideration for approval. All requests must include a copy of the applicant’s (the “Requesting Individual”) driver’s license or state-issued identification. Requests filed less than one (1) month from the planned event date will be approved on a first-come-first-served availability basis. The Request may be found on the Town’s website.

2. **Step 2: application review.** Completed Requests will be reviewed by the Town, or its designee, in light of this policy's priority of use and use criteria. During the review process, the Town, or its designee, will work with the event organizer to discuss any questions and/or changes that may arise in order to complete the review process in a timely manner. In some cases, review and approval by the Town Council may be required.
3. **Step 3: determination of approval.** Upon approval of the Request, the Town, or its designee, will mark the Request form as approved and deliver a signed copy to the applicant. Any approval is contingent upon receipt of any applicable deposits and fees to the Town, or its designee.

D. General Policies, Rules and Regulations Governing Use of Center

The following requirements and practices apply to requests for use of the Center:

1. No animals are allowed in the Center except for ADA service.
2. Any use of the Center shall not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, familial status or disability.
3. Behavior considered to be detrimental to the normal operation of the Center or the safety, health and general welfare of the public is prohibited.
4. The sell or distribution of alcoholic beverages at the Center are prohibited unless a resolution allowing for the sale and distribution of alcoholic beverages has been passed by Town Council.
5. Illegal drugs and substances of any kind on or in Town of Van Wyck property and/or facilities are prohibited. Smoking in the Center is prohibited.
6. No staples, nails or hole inducing device, tool or apparatus may be used in or on the Center.
7. Tables, trash receptacles, equipment, and any facility property may not be moved from its original location to another.
8. The person to whom the approved Request form is issued (or a designee) must have the form in his or her possession during the time the Center is being set-up for use, during use, and during cleanup after use.
9. The Center must be returned to the state of cleanliness and orderliness from which they were obtained.
10. Town of Van Wyck officials, employees, and agents must be allowed to enter programs or events to carry out their necessary duties and responsibilities.
11. The Town noise ordinance is in effect. The use of amplification systems – where sound levels will go beyond the boundaries of the Center or violate the noise ordinance require Town authorization.
12. Any applicable business license are to be paid as required by the Van Wyck Code of Ordinance Section 5.04.010 et seq.

E. Specific Prohibited Use & Activities.

In addition to the above prohibitions, the following are prohibited in the Center: Any use or activities involving or relating to trampolines and rebounding equipment (such as bounce houses), mechanical amusement devices, carnivals, circuses, concerts promoted by third parties, rodeos, zoos, skateboarding, fireworks, discharging of firearms, and archery.

F. Deposits & Fee Schedule [applicable to uses under Section A(4) and (5)]

The Town requires a refundable deposit of \$100.00 to reserve the Center. Failure to comply with the terms and requirements of this policy will result in the loss of deposit and possible denial of

future use of the Center and/or other Town parks and facilities. The requesting individual will be billed for any required cleanup. Any damages to Town property will be assessed and repaired by the Town of Van Wyck. The requesting individual or entity will be billed for any required repairs.

The Town adopts the following fee schedule for use of the Center:

- a. Facility Fee¹ (applicable to uses under Section A(4) and (5): \$50/hour (four hour minimum). The fee includes set up and clean up time.
- b. Staff fee for setup, maintenance, and cleanup of \$100.00 per hour. For the purposes of this fee schedule, "staff" is defined as Town of Van Wyck officials and employees and any agents and designees acting on behalf of the Town of Van Wyck.
- c. Refund of the rental deposit is contingent upon compliance with the terms and requirements of this agreement and the Community Center Use Policy as determined by the Town's designee in his/her sole discretion. Compliance factors considered include but are not limited to:
 - a. Damages to the Facility and Town Property;
 - b. Cleanliness and general condition of the Facility;
 - c. Return of tables and chairs to designated racks;
 - d. Cancellation of reservation within two weeks of the event;
 - e. Failure of any business affiliated with the event to obtain a Town business license prior to the event;
 - f. Return of key;
 - g. Cancellation of reservation at any time within fourteen (14) days of the event;

(note: fees/deposits paid using a credit/debit card incur an additional non-refundable 3% service charge)

G. Insurance & Liability

The Town of Van Wyck requires any individual, group, or entity sponsoring or hosting any event in the Center to provide the Town with a certificate of general liability insurance naming the Town of Van Wyck and its officials, employees, and volunteers as additional insureds.² The minimum policy limits for such insurance shall be \$1,000,000.

All applicants for use of the Center shall sign a hold harmless clause to be included in the application.

H. Hours of Use.

1. Normal start time shall be no earlier than 7:30am.
2. Normal end time shall be no later 9:00pm.
3. Any requested times outside of these normal hours of use shall be documented on the **Request** form and must be approved.

¹ Fees for Town resident uses under Section A(4) are generally waived. To be eligible, the Town resident must be the Requesting Individual and be present for the duration of the event.

² Applicable to all uses under Sections A(4) and (5). Uses under Section A(3) may also be required to maintain insurance coverage for any event in excess of 30 attendees or upon request of the Town representative.