



TOWN OF STOW
380 Great Road
Stow, Massachusetts 01775-2127

Pompositicut Community Center – 509 Great Road, Stow, MA
Guidelines & Room Rental Rates
(Effective 4/10/18)

- 1) The Community Center Activity & Function Rooms are available to groups/organizations, with preference given to Municipal, non-profit civic organizations, and Stow residents. These Room Rental Rates & Guidelines have been approved by the Board of Selectmen. The Board of Selectmen have designated the Building Department as the administering authority for these Room Rental Rates & Guidelines.
- 2) An application must be completed by the party requesting use of the Community Center and submitted to the Building Department two weeks in advance of the event, whenever possible. The Building Department's approval of an application shall be based on compliance with the Guidelines governing use of the Community Center, appropriateness of the activity or event, and availability of the space for the time requested.
- 3) The Community Center has three (3) Activity Rooms and one (1) Function Room. In addition, there is a Commercial Kitchen located adjacent to the Function Room. The kitchen may be available at the discretion of the Building Department, for Function Room events. Kitchen use requires proof of Serve Safe Certification and a Temporary Food Permit with Allergy Training issued by the Board of Health. Depending on the event, kitchen oversight may be required by a representative of the Building Department.
NOTE: The Temporary Food Permit is issued by the Nashoba Associated Boards of Health – there is no charge for town and non-profit group activities. However, a \$20.00 fee is required for all other groups.
- 4) The applicant shall agree to leave all area(s) in the same or better condition as found.
 - Tables and chairs must be returned to locations determined during a mandatory walk-through.
 - Trash and food waste must be bagged and made tight.
 - Restrooms must be left clean.
 - Lights/fans must be turned off.
 - Windows (if open) must be closed and locked.
 - ALL exit doors must be secured and locked.
- 5) Care must be taken not to allow food and/or drink to be spilt on the flooring. If food or drink is accidentally dropped onto the floor, it must be cleaned up. Brooms and mops can be found in the Function Room (Room 134) closet and near Activity Room 127.
- 6) Smoking is not allowed within the Community Center, or within 25 feet of the building.
- 7) No alcohol is allowed on the property unless the applicant obtains a special Liquor License from the Board of Selectmen.
- 8) The Community Center Rooms are available Monday through Saturday. Sunday room rentals may be available at the discretion of the Building Department. The building is closed on observed town holidays. No event (including cleanup) shall extend beyond 11:00PM. No projectiles, balls, glitter, sand, confetti or amusement type of devices are allowed in any room for any type of event.
- 9) For public safety reasons, the number of persons to be accommodated at any meeting/event held in Activity Rooms and Function Room are as follows:
 - Activity Room # 121 – sink in room
 - Tables & Chairs: 8
 - Seated: 17
 - Standing: 24
 - Activity Room # 122 – TV on wall
 - Tables & Chairs: 31
 - Seated: 67
 - Standing: 93

- Activity Room # 127 – behind COA reception desk
 - Tables & Chairs: 32
 - Seated: 68
 - Standing: 95
- Function Room # 134
 - Tables & Chairs: 125
 - Seated: 267
 - Standing: 375

10) The applicant shall be responsible for any damage, cleaning and/or repair resulting from use of the Community Center. Upon arrival, if you find damage or an unclean facility, contact the Building Department to be relieved of the responsibility for these conditions.

11) Applicants are required to sign an Indemnification Form and provide an insurance certificate prior to the event. See below for the recommended insurance. Final insurance will be determined by the Building Department. If damage is found after an event, a portion or all of the deposit may be held and applied to repair the damage.

- **Recommended Insurance**

- The applicant shall provide a Certificate of Insurance indicating the following coverage::
 - General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Town should be named as an "Additional Insured".
 - Liquor Liability (for any liquor exposure) of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Town should be named as an "Additional Insured".
 - Automobile Liability (applicable for any outside organization who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Town should be named as an "Additional Insured".
 - Workers' Compensation Insurance as required by law.
 - Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Town should be named as an Additional Insured.

12) The front door to the Community Center is equipped with a digital code lock. Users will be provided with the code upon approval of the application.

13) These guidelines do not supersede any other established Town of Stow department guidelines, rules, regulations or fees regarding programs or room/space rental.

14) Room Rental Rates are included in attached Table "A"

I have read, understand and promise to abide by the Rules and Regulations for use of the Town of Stow Pompositicut Community Center. I understand that the Town accepts no liability with respect to any claims which might arise out of the applicant's activities or participant's activities on the Community Center property.

Signature _____ Date _____

Printed Name _____

Organization/Affiliation _____

Event Date _____ Event Time _____ Room _____



Town of Stow
Building Department / Facilities Management
 380 Great Road
 Stow, MA 01775
 e. building2@stow-ma.gov
 p. 978-897-2193
 www.stow-ma.gov

Pompositticut Community Center
 Room Rental Rate Schedule
 TABLE "A"

Group	Applicant	Activity Rooms 121, 122, 127	Function Room 134 without Kitchen Use	Function Room 134 with Kitchen	Kitchen Only
1	Town Departments, Organizations Affiliated with Town (ex. COA, Recreation, Conservation, Historical)	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
2	Non-Profit or Civic Groups (ex. Boy Scouts, Girl Scouts, Sports Teams, Stow Women's Club, or Other Group Classified 501c3, 501c7 or similar that serves the town, region or town residents)	\$50.00 Returnable Deposit*	\$100.00 Returnable Deposit*	\$250.00 Returnable Deposit*	\$250.00 Returnable Deposit*
3	Stow Resident Group Activity as Non-Profits without 501c3 or 501c7 Classification that serves the town, region or town residents	\$50.00 Returnable Deposit*	\$100.00 Returnable Deposit*	\$250.00 Returnable Deposit*	\$250.00 Returnable Deposit*
4	Stow Resident For-Profit Groups & Stow Resident Personal Events	\$25.00/hr with \$250.00 Returnable Deposit*	\$75.00/hr with \$250.00 Returnable Deposit*	\$150.00/hr with \$250.00 Returnable Deposit*	\$75.00/hr with \$250.00 Returnable Deposit*
5	Non-Stow Resident or Commercial Events	\$50.00/hr with \$250.00 Returnable Deposit*	\$150.00/hr with \$500.00 Returnable Deposit*	\$200.00/hr with \$500.00 Returnable Deposit*	\$150.00/hr with \$500.00 Returnable Deposit*
					*Depending on type of event a custodian may be required at an hourly rate of \$20.00/hr.



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LESSEE'S INDEMNIFICATION

_____ (lessee) shall to the maximum extent permitted by law, indemnify and save harmless the Town of Stow, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs, and expenses (including reasonable attorney's fees) that may arise out of or in connection with Lessee's lease or use of the Pompositticut Community Center, 509 Great Road, Stow, MA for any damage to its real or personal property that occurs in conjunction with the lease or use of Pompositticut Community Center by lessee, unless the damage is caused by the Town of Stow's gross negligence or willful misconduct.

Lessee:

Signature

Type or print name; Authorized Representative of [organization]

Date



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Community Center Reservation Request Form

Event Name: _____

Organization: _____

Contact Name: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

Date Requested: _____

Description of Proposed Event: _____

Total Time Requested (including set-up and clean-up): _____

Event Time: _____

Estimated Attendance: _____ NOTE: Occupancy is limited depending on type of event.

Do you require access to the kitchen? If yes, please describe. _____

Will Food or beverages be served at this function? _____

Will alcohol be served at this function? _____

Equipment needed: Chairs – amount _____ / Tables (tables seat 8 people) – amount _____ / Projection Equipment _____

Special Requests: _____

Upon completion of this form, please forward to the Building Department – 380 Great Road Stow, MA 01775 or via e-mail at building2@stow-ma.gov