

# Building Use Policy & Application

## Policy for holding a Meeting at the East Windsor Community Center

The Community Center program/game and Assembly Hall rooms are available to the East Windsor community under the conditions set forth herein. Community Services programs will take precedence over any other activities or meetings to be held at the Community Center. Special requests for a meeting during Senior Services hours (8-3) are only granted with permission of the Director of Recreation and Community Services and only if space is available that does not impact Senior Services programming.

Reservations are made on a “first-come-first-served” basis and are available to East Windsor residents and Town of East Windsor agencies, civic or service organizations and other non-profit groups with members who are East Windsor residents such as, but not limited to the Lions, Historical Society, Town Committees, state and national elected officials etc. Local businesses may use the meeting rooms for training for business meeting purposes, but not for direct sales.

Permission to use a room does not imply any endorsement by Community Services or the Town of East Windsor of any group or ideas expressed at a meeting. The Community Center and the Town of East Windsor shall bear no responsibility whatever for personal injury to any member, affiliated person, guest or invitee of the using organization or for the loss of, injury to or damage to any property of the using organization, members, affiliated persons, guests or invitees.

The following conditions need to be met when holding a meeting at the Community Center:

- Requests for the use of the program/game/assembly hall room(s) space may be made at any time and will be accepted up to one year in advance.
- A Building Use Application form must be completed.
- A Building Use Application Form is attached to this policy and found on the Town Website under Parks and Recreation. Once completed, the form may be returned to the Parks and Recreation office between the hours of 8:30 a.m. to 4:30 p.m. Monday through Wednesday, 8:30-7:00 Thursdays and 8:30-1:00 on Fridays, excluding holidays, emailed to [mmaltese@eastwindsor-ct.gov](mailto:mmaltese@eastwindsor-ct.gov) or sent by mail to: East Windsor Community Services 11 Rye St. Broad Brook, CT 06016
- The room set up is the responsibility of the group using the room and the organizers are responsible for setting up tables and chairs to suit the needs of the meeting.
- All meeting rooms must be returned to their original format and configuration. No Community Center equipment or Senior Services items are available for meeting use unless approved by the Director of Recreation and Community Services.
- A calendar for the use of meeting room space is kept in the shared Town calendar in Parks and Recreation

- Meeting space in East Windsor is limited and repeated cancellations or unused reservations could result in denial of meeting room use.
- Youth groups may use meeting rooms when adult supervision is provided. Adequate supervision of at least one adult per 10 children must be provided for groups of people younger than 18 years of age. Children of meeting participants will not be left unattended in the Community Center.

The East Windsor Community Center is an alcohol and substance-free facility. Absolutely no exceptions.

You will be issued a building code to have access to the building during your rental time only. Codes will not be shared with others, as the party that reserves will be responsible for building usage.

Organizers are responsible for returning the room to its original condition, including disposal of trash. No food is permitted outside of the Assembly Hall. Cups with lids and water bottles are required for use in all program/game rooms.