



Town of Sudbury

Fairbank Community Center

Facility Use Policy and Procedures

Purpose

The Fairbank Community Center (“Community Center” or “Facility”) is a multi-purpose municipal facility designed to serve as a meeting space, community recreational building, Senior Center, administration offices and special event center. This policy governs the rental and use of the Fairbank Community Center Gym and Multi-Purpose Room. These spaces are public facilities intended to support community recreation, programs, meetings and events, and these procedures are intended to ensure their safe, orderly and equitable use.

Management

The Town Manager or their designee shall be responsible for the oversight and management of the Community Center. The Town Manager’s Office or the Town Manager’s designee shall manage overall facility operations and rentals. Gym rentals shall be administered by the Assistant Recreation Director or the Town Manager’s designee. Multi-Purpose Room rentals shall be administered by the Town Manager’s Office or the Town Manager’s designee in coordination with the Senior Center Director and Assistant Recreation Director, as appropriate. In the event of a scheduling conflict, the appropriate administrator shall coordinate with affected departments to determine priority based on this policy.

Priority of Use

1. Town and Public Emergencies
2. Town of Sudbury Recreation and Senior Center Activities and Programming
3. Town Departments
4. Other Town Boards, Committees, Commissions or official meetings or programs
5. Private Groups, Organizations and Events

Reservations are assigned on a first-come, first-served basis within this priority structure. Municipal needs take precedence, and previously approved users may be asked to reschedule if the space is required for a Town function.

All events which are open to the public shall not restrict members of the public from attending, nor shall private events limit or condition admission based on any constitutionally or statutorily prohibited basis.

The Facility may not be used for any form of political activity, including but not limited to fundraising, in accordance with General Laws Chapter 55. No group may consider the Facility its permanent meeting place or use the Facility as its mailing address. Recurring meetings or programs (daily, weekly or monthly) are not permitted.

No reservations for Tier 2 or Tier 3 may be made more than 90 days before the event, and there are no automatic renewals. The Town shall not exclude any individual or group from using the Facility due to race, color, national origin, religion, age, gender, sexual orientation, disability, veteran status, or any other characteristic protected under local, state, or federal law.

General Regulations

1. Reservation requests must be submitted at least three (3) weeks in advance.
2. A reservation is not confirmed until the application is approved, the Applicant agrees to the applicable Facility Use Agreement and terms and conditions of use, and payment is received.

3. The Town reserves the right to cancel or deny any application at any time for operational, safety, or legal reasons, including failure to comply with this policy, the Facility Use Agreement or Rental Application, or the request of an entity with a higher priority of use for the Facility at the same time.
4. Users may not sub-license, assign, or otherwise grant any other person, group or entity their authorization to use the reserved space.
5. Applicants must provide adequate adult supervision during their events and report injuries or accidents in writing to the appropriate Town administrator or the Town Manager's Designee within 48 hours.
6. All users must comply with applicable laws, bylaws and Town policies.
7. Publicity does not imply Town endorsement unless expressly approved in advance. A private group's use of the Facility does not imply endorsement of the group's policies, opinions, beliefs or programs by the Town of Sudbury. Unless otherwise agreed upon in writing by the Town, publicity for private events must clearly state: "This is not a Town-sponsored or endorsed event."
8. Events may not disrupt adjacent Recreation or Senior Center programming; sound levels may be restricted at the discretion of Town staff.
9. All events require a minimum reservation of two (2) consecutive hours.
10. Only one Tier 2 or Tier 3 event will be booked per day in each rental space.
11. Fairbank facility is equipped with security cameras.

Facility-Specific Rules and Requirements

A. Multi-Purpose Room

- **Rental Hours:** Non-Town Department rentals shall only be permitted during the following hours, unless otherwise approved in writing by the Town Manager's Office or the Town Manager's Designee:
 - o Wednesday - Friday: 5:00 p.m. to 9:00 p.m.
 - o Saturday and Sunday: 10:00 a.m. to 3:00 p.m.
 - o Fairbank (Multi-Purpose room) is closed for state holidays.
- **Food and Beverages:** Food and beverages are permitted only in designated areas and must comply with Board of Health requirements when applicable. The kitchen is not available for use during events. The Multi-Purpose Room is a carry-in, carry-out space.
- **Setup and Cleanup:** The Town is not responsible for room setup. Tables and chairs will be provided, but the Applicant is responsible for arranging the room as desired and restoring it to its original condition after the event. The Applicant will be permitted up to one additional hour total, at no additional cost, for setup and cleanup. This one-hour period may be used before the scheduled rental time, after the scheduled rental time, or divided between setup and cleanup. It does not provide one hour before and one hour after the rental. All cleanup must be completed, and the room restored to its original condition, no later than 9:00 p.m. on weekday, and 3:00 p.m. on weekends. Failure to restore the room may result in additional charges and/or loss of the security deposit.
- **Alcohol:** The sale and/or consumption of alcohol requires a One-Day Liquor License issued by the Select Board in compliance with all ABCC regulations, will require licensed bartenders and may require police details, as determined by the Town. Please contact the Select Board's office for details.
- **Available Space:** The Multi-Purpose Room is rented as a full room. The current room dimensions are approximately 44 feet by 25 feet, with a seating capacity of 120.
- **Audiovisual Equipment:** The Multi-Purpose Room includes integrated audiovisual capabilities, including a built-in sound system with microphone capability, large-format display screens and projection functionality, and cable television access. Use of audiovisual equipment is subject to the applicable fee.

Technology specifications and compatibility may change. Applicants are encouraged to contact the Information Technology Department in advance. Technical support is not available during rental hours.

B. Gym

- **Rental Hours:** Non-Town Department rentals shall be permitted during the following hours, unless otherwise approved in writing by the Assistant Recreation Director or the Town Manager's Designee:
 - o Monday-Friday: 5:00 p.m. to 9:00 p.m.
 - o Saturday and Sunday: 10:00 a.m. to 3:00 p.m.
 - o Fairbank (Gym) is closed for state holidays.
- **Food and Beverages:** Food and beverages are not permitted in the Gym.
- **Tables and Chairs:** Tables and chairs are not permitted in the Gym.
- **Equipment:** All equipment required for the rental must be supplied by the Applicant. The Town will not supply recreational or athletic equipment.
- **Cleanup:** Users are responsible for all cleanup unless otherwise arranged.
- **Participant Waivers:** All participants must have completed the required waiver form, and completed waivers must be provided to the Assistant Recreation Director prior to the event. Any individual who has not completed the required waiver will not be permitted to participate.
- **Alcohol:** Alcohol is strictly prohibited in the Gym.

Application and Approval Process

Applicants shall submit the applicable rental application to the Town. Multi-Purpose Room applications shall be administered by the Town Manager's Office or the Town Manager's Designee, in coordination with the Senior Center Director and Assistant Recreation Director as appropriate. Gym applications shall be administered by the Assistant Recreation Director or the Town Manager's Designee.

Once all requisite approvals have been received, the Applicant and the Town shall execute the applicable Facility Use Agreement. The Town may deny or withdraw permission to use the Facility for failure to comply with this policy, the Facility Use Agreement or Rental Application, or if a higher-priority user requires the Facility during the same time.

Questions Regarding Rentals: Questions regarding rentals, availability, or the application process should be directed to the Town Manager's Office for Multi-Purpose Room rentals and to the Assistant Recreation Director for Gym rentals.

Authorized and Prohibited Activities

The Town may impose conditions or require additional insurance or departmental approvals depending on the nature of the event.

The following are prohibited unless authorized in writing by the Town:

- Entry before opening hours or after closing hours
- Selling goods or services, or soliciting gifts, payments, or donations
- Posting commercial signs or advertisements
- Installing structures or equipment
- Sound amplification devices
- Vehicles or equipment intended for use inside the Facility
- Confetti, glitter, rice, bubbles, and similar items

The following are strictly prohibited:

- Open flames, candles, or fireworks
- Bringing in animals, except service animals
- Camping or overnight parking
- Attaching items to walls or ceilings
- Removing Town-owned tables and chairs from the Facility
- Fog machines
- Any activity that may damage floors, walls, fixtures or equipment
- Inflatables or bouncy houses
- Smoking, vaping and/or illegal drug use

The Town, in its sole discretion, reserves the right to immediately terminate any event if prohibited activities are performed or undertaken during the event. In such case, the Applicant shall not be refunded for fees paid.

Insurance and Indemnification

Insurance is required for all users other than Town of Sudbury Committees, Town Departments, and Federal, State and Town Government officials, as follows: general liability insurance with minimum limits of \$1,000,000 per occurrence. All policies shall be written so that the Town of Sudbury is listed as an additional insured. The Town of Sudbury reserves the right to waive this requirement under certain limited circumstances where insurance requirements pose a cognizable financial hardship; requests for a waiver must be made in writing. The Applicant shall provide the Town with a Certificate of Insurance no less than 48 hours prior to the event.

Fees and Cancellations

- The Town Fee Schedule shall apply to all users. Different rates may apply depending upon the space and user tier. All reservations are subject to a two (2) hour minimum.
- All rental fees shall be due and payable upon approval of the rental application. The Town will issue an invoice to the Applicant.
- The Town may require the Applicant to pay additional costs as needed for the event, including additional staff, custodial and maintenance charges, police details and health permits. It is the Applicant's responsibility to arrange all required permits and details.
- For the Multi-Purpose Room, a \$50 security deposit may be retained in whole or in part for damage, failure to adequately clean up after the event, or policy violations.

Cancellation Schedule:

- 15 or more calendar days' notice: 100% refund.
- 4-14 calendar days' notice: 50% refund of upfront costs.
- 0-3 calendar days' notice: No refund.

If the Town closes the Facility due to inclement weather or another Town closure, the event will be cancelled. The Applicant shall contact the appropriate Town administrator or Town Manager's Designee regarding rescheduling. If the event cannot be rescheduled, the Applicant is entitled to a 100% refund.

The appropriate Town administrator or Town Manager's Designee may withdraw approval by giving the Applicant forty-eight (48) hours' notice in advance of the scheduled event or gathering. In such an event, the Applicant shall be entitled to full reimbursement of fees paid.

Fee Schedule

Tier	Multi-Purpose Room	Gym
Tier 1: Town of Sudbury Boards, Departments, Committees, Commissions or Officials; Town-Sponsored Events; Sudbury Public Schools	\$0	\$0
Tier 2: Educational, recreational, social, civic, or philanthropic events by Sudbury-based non-profit organizations and Sudbury residents	\$80/hour	\$70/hour
Tier 3: All other private events / non-Sudbury residents	\$100/hour	\$85/hour

Additional Fees Multi-Purpose Room:

- Security Deposit - \$50.00
- Custodian Fee - \$40.00
- Audio/Video Equipment - \$30.00 (if requested).

Minimum Rental: All hourly rates are subject to a two (2) hour minimum rental requirement.

Question Regarding Room Rentals and availability

- Multi-Purpose Room - contact the Town Manager's Office at booking@sudbury.ma.us or 978-443-3381.
- Gym - contact the Assistant Recreation Director at ErnstS@sudbury.ma.us or 978-443-1092 x3227.

Amendments

This Use Policy and Procedures may be amended by the Town Manager or the Town Manager's Designee in the same manner in which it was adopted.