

## POLICY GUIDELINES

### Public Use of Bay Spring Community Center

The Town of Barrington welcomes the use of meeting areas available at the Bay Spring Community Center by local civic, cultural and educational organizations.

Scheduling of the Bay Spring Community Center will be performed by the Barrington Recreation Department.

### BAY SPRING COMMUNITY CENTER

The Bay Spring Community Center is rented as a complete facility. It is comprised of two rooms – a conference room that accommodates approximately 10 people and the upstairs ballroom, which accommodates a maximum of 125 people.

Area	Capacity
Conference Room	10
Upstairs Ballroom	125

Official municipal, school, library and other governmental or quasi-governmental meeting requirements will receive first considerations in the scheduling of the Bay Spring Community Center, followed by use of local non-profit civic, cultural and educational groups and organizations. Space may not be reserved more than three months in advance without the written permission of the Recreation Director. Meeting space may not be reserved for more than one month at a time.

The Bay Spring Community Center is generally not available for private social gatherings, religious services or activities, for commercial purposes or for gatherings not serving a community purpose.

All requests for rental must be made by written application to the Barrington Recreation Department. All applicants must provide a **Certificate of Insurance** in an amount not less than \$1 million, naming the Town of Barrington as an additional insured, and a **Lessee's Indemnification Agreement**. Application forms and lessee's agreements will be available at the Town Clerk's Office, the Recreation Department and online at [www.barrington.ri.gov](http://www.barrington.ri.gov), Recreation Page. Certificates of insurance must be provided by applicant's insurance company.

Completed applications accompanied by applicable fees must be submitted at least two weeks in advance of the meeting date.

All applicants agree to adhere to the rules and regulations related to the use of public meeting rooms as promulgated herein.

Those designated to approve the rental of the Bay Spring Community Center are granted the discretion to interpret these policies based upon the nature of each request and special circumstances encountered in the interest of effective scheduling and use coordination.

### **RULES AND REGULATIONS FOR THE USE OF THE BAY SPRING COMMUNITY CENTER**

It will be the responsibility of the group or organization using a meeting area to:

1. Leave the room in a neat and orderly condition, with chairs arranged, all paper or debris cleared from floors and tables, refreshments cleaned up, and trash and garbage bagged at the conclusion of a program; wash and/or clean town equipment and return to its designated storage place; inform the designated person who unlocks and locks the facility that the BSCC is vacated, so that the facility may be locked.
2. Bring own equipment, refreshments, urns, cups, plates, utensils, napkins, etc. if applicable.
3. Assist as needed in the setup and arrangements of tables and chairs, and assist in the return to normal conditions.
4. Remove all personal possessions, equipment and supplies – the Town is not responsible for their safety or security.
5. Arrange for the removal of unusually large or special items connected with a program within 24 hours of a function.
6. Assume the costs of repairing damages to the building, property, or its contents.
7. Provide supervising adults, as determined by the Town, for each youth group under the age of 18 who may schedule a function.
8. Restrict the attendance to the maximum capacity of the area scheduled.
9. Prohibit smoking and the use of alcoholic beverages.

Meeting privileges for groups not conforming to building use regulations will be withdrawn.

**FEE SCHEDULE FOR NON-GOVERNMENTAL USE OF**

**THE BAY SPRING COMMUNITY CENTER**

<b>Meeting Area</b>	<b>Civic-No Admission</b>	<b>Civic – Admission</b>	<b>Business</b>	<b>Non-Profit/Barrington Business</b>	<b>Private</b>
Conference Room	\$25	\$40	\$100	\$50	\$100
Upstairs ballroom <i>with custodial services</i>	\$50	\$100	\$300*	\$150**	\$300*

\*This rate covers the first four (4) hours of use; an additional hourly rate of \$50 will be charged thereafter.

\*\*This rate covers the first four (4) hours of use; an additional hourly rate of \$25 will be charged thereafter.