

Durham Community Center Rules and Regulations

The Durham Community Center has been established to serve the residents of the Town of Durham and guests for recreational, educational and community building activities. Rooms are reserved on a first come, first served basis, with Town Agency meetings and Durham Recreation programs given priority. Fees are applicable as per schedule. Non-residents may rent a room no sooner than 30 days prior to their meeting.

All interested parties wishing to rent the Center must fill out the "Community Center Use Request Form". Approval of use must be approved by the First Selectman. Long-term rentals can also be arranged at the discretion of the First Selectman.

CONTRACT SUBJECT TO THE FOLLOWING CONDITIONS:

1. The maximum rental time is five (5) hours. Other arrangements may be approved by the First Selectman.
Time on the contract indicates time in and out of the building.
2. All reservations expire at 9:00 p.m.
3. Wall attachments and decorations must be approved in advance. Helium balloons are not allowed.
4. All groups are responsible for general clean-up and disposal of trash in proper receptacle. Multiple bags must be brought to the outdoor dumpster.
5. An insurance certificate will be required prior to the scheduled event. **Insurance certificates must name the Town of Durham 30 Townhouse Rd. Durham, CT** as both "certificate holder" AND "additionally insured" with a minimum liability limit of \$300,000. The town's insurance company offers insurance coverage through 'GatherGuard' at www.gatherguard.com Venue Code: 0501-1905 or <https://app.gatherguard.com/?v=0501-1905>
6. The kitchen equipment may be used for heating food only and must be approved in advance. Kitchen usage beyond warming requires a copy of a valid 'ServSafe' Certificate. A \$100.00 kitchen security deposit must be provided for any kitchen usage and is refundable upon satisfactory inspection of the kitchen following the event.
7. Any group cooking or using a caterer at the Community Center will be required to furnish a \$1,000,000 Certificate of Insurance from the caterer. All necessary supplies and equipment must be furnished by the group/caterer.
8. Smoking is prohibited in the building.
9. Alcoholic beverages are prohibited unless permission has been granted by the Board of Selectmen in advance. In this case a liquor permit will be required. Link: [CT Liquor Control Permitting](#) Additional CT State police services and insurance coverage may be required. Fees for permit and CT State Police Officer(s) are to be paid by applicant.
10. No group shall exceed the maximum occupancy of the room set by the Fire Marshal.
11. No organization will be scheduled in the building without the presence of Town staff.
12. The Town may require a CT State Police Officer (paid by the applicant) to be on duty during the event.
13. Any group using the facility shall be responsible for the following:
 - 1) Conduct of all participants
 - 2) Return of furniture and equipment to its proper location
 - 3) Clean-up of all areas used to include disposal of trash in containers or bags to dumpster
 - 4) Replacement or repair of damage to the facility or to equipment
14. The First Selectman reserves the right to relocate or reschedule a group if deemed necessary for Municipal usage.
15. The Town reserves the right to decline rental of the Community Center if the facility is not available, the applicant has not followed the rules & regulations set forth, or if the use of the building is not in the best interest of the Community.
16. For profit businesses who have rented space at the Community Center may not charge a fee for individuals to attend their event and may not sell merchandise. Non-profits must provide proof of their status. There shall be no for-profit solicitation.
17. **Make checks payable to the Town of Durham.** Full payment by individuals or groups reserving a room and required Certificates of Insurance, must be returned with the application. Groups using the building weekly or monthly must pay in full by the first of each month. Fees are not refundable.

Durham Community Center Use Request Form

PO Box 428, Durham, CT 06422

860-894-7837

Name of Organization/Business: _____

Contact Person: _____ Phone: _____

Address: _____ Email: _____

Event: _____ Number Attending: _____

Event Description: _____

Date: _____ Time: From: _____ To: _____

Room(s) Requested: _____

Room Set-Up Request: _____

Name Of Caterer (If Applicable): _____ ServSafe Certificate on File _____ Phone # _____

Classroom Meetings

	Municipal	Civic	Non-Profit	Private	Non-Resident
Weekday	No fee	No fee*	No fee*	\$35/hr	\$70/hr
Friday 4:30- 9pm/Saturday 8am-3 pm	No fee	\$25/hr	\$50/hr	\$50/hr	\$100/hr
Saturday 3pm-9pm	No fee	\$50/hr	\$75/hr	\$100/hr	\$150/hr

Larger Meetings (Gym, Café**, Senior Library) & Events/Social Functions**

(presentations, ceremonies, lunches, dinners, parties, showers, birthdays, dances, sports, performances, fundraisers)

	Municipal	Civic	Non-Profit	Private	Non-Resident
Weekday	No fee	No fee*	\$25/hr	\$50/hr	\$75/hr
Friday 4:30pm/ Saturday 8am-3 pm	No fee	\$40/hr	\$60/hr	\$80/hr	\$100/hr
Saturday 3-9 pm	No fee	\$50/hr	\$75/hr	\$100/hr	\$150/hr
<u>Sunday Meetings/Events</u>	No fee	N/A	N/A	N/A	N/A

*Weekday Civic/NP bookings using more than one space or acting as a social event with more than 50 people may incur fees.

**Gym/Café set up fee equal to 1 hour will be added for larger meetings.

In consideration of the use of the Durham Community Center, I certify that the information provided is accurate and I understand the regulations listed on the reverse side of this application. I have read and agree to abide by the rules and regulations. I accept full responsibility for the conduct of the group and any damage to equipment or the facility.

Signature(s) _____ Date _____

.....(For Office Use).....

Approved: _____ Denied: _____ Room(s) Assigned: _____

Certificate of Insurance Received: _____ Kitchen Security Deposit Received: _____

Amount of Fee Received: _____

Comments: _____

First Selectman's Signature _____ Date _____



Rooms available for Usage

Gym: Podium, chair and tables set per event/ Basketball hoops/ Capacity 228

Cafeteria: Chairs and tables set for 68 (additional available)/ Capacity 176

Kitchen: Sinks, Refrigerator, Heating Trays. Stove and Oven usage with 'ServSafe' Cert. only/ Capacity 20

Meeting Room 1: Chairs and Tables/ Permanent Zoom Camera with Board/ Capacity 50

Meeting Rooms 2, 3, 4, 5: Chairs and tables/ Capacity 50

Youth Game Room 6: Pool tables, ping pong, air hockey, fuse ball, couches, TV, tables, chairs/ Capacity 112

Senior Library (Room 8) Chairs, tables, couches, sunroom seating, pool table, books, puzzles/Capacity 95

Note: There are 2 Portable Zoom Boards available for usage in most spaces.