

## **Bourne Veteran's Memorial Community Building Reservation Policies**

### **How to request a room/gym at the Community Building:**

Availability for all locations can be found on [www.bournerec.com](http://www.bournerec.com). Click on "Facilities" then select calendar. From the drop down menu you can select a specific location.

1. The requesting group must have an account on [www.bournerec.com](http://www.bournerec.com). Accounts should be set up for the organization, not an individual household.
  - a. Once an account is created, the request is to be made online. Login to your account and click on the "Reserve" icon then follow the prompts to complete your request.
2. Gym requests are pending and will not be approved without receipt of the following:
  - a. Indemnification and Release (Acknowledged during online request process)
  - b. Copy of Certificate of Insurance. Coverage will be required in the minimum amounts of \$2,000,000 per person, \$3,000,000 per occurrence for all private groups/organizations. Proof of insurance must be uploaded to your [bournerec.com](http://bournerec.com) account prior to your request.
3. Any non-profit group must submit the following:
  - a. Copy of current Non-Profit Certification (Upload to your account prior to request)
4. Once the above listed documents are received, the request will be reviewed by the Recreation Department. Notification of the status will be sent to the email listed on the account.
5. Once approved, full payment must be made prior to the permit start date. There are no refunds for dates reserved and not used.

### **Rental Information:**

Availability of space is not a guarantee of approval for use.

Meeting space can be reserved in 3 hour blocks. Rooms will be available at the requested time. The 3 hour block includes set-up/breakdown time needed by the group.

Town of Bourne sanctioned or sponsored committees, functions, activities, or events will take precedent over all other events or activities.

Town of Bourne Departments, Committees and local support groups can reserve rooms up to 12 months in advance. All others may reserve up to 3 months in advance.

Reservations may be cancelled based on the needs of Town Departments and/or Committees. We will do our best to provide a minimum of 24 hours' notice for all cancellations. Fees will be credited for future use for all cancellations made by the Town of Bourne. If no future reservations are needed, a refund will be issued if cancelled by the Town of Bourne. Groups requesting a cancellation will be issued a credit/refund if cancelled 7 or more days prior to the date.

Any person or organization granted the use of Town property shall assume full liability for any damage to the property, injury to participants, damage to or loss of equipment. If the person or organization applying shall not be deemed to be of sufficient responsibility, no permission will be granted.

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The use of Town property must not violate any local, state, or federal law or regulation, and any such violation shall be deemed sufficient cause for the refusal of any subsequent application by the person or organization involved.

### ***Scheduling Information:***

In inclement weather, the Town of Bourne reserves the right to close the Community Building and cancel all scheduled activities. Any decision to close is made by the Town Administrator. Fees will be credited for future use.

Meeting rooms are often scheduled back to back. Rooms will be available at the requested time.

We reserve the right to change room assignments.

### ***Building Policies:***

Alcoholic beverages are not permitted on Town property.

Smoking is not allowed on Community Building Property.

Exterior doors in Rooms 1 and 2 are emergency exits only. These doors are not accessible from the outside and need to remain closed except in case of emergency.

All visitors to the Community Building must enter and exit through either the main lobby doors or the rear door located in the back of the building.

After 4:30pm, all visitors must enter through the main lobby doors.

All exterior gym doors are to remain closed at all times.

All groups are responsible for the set-up and break-down of the room. Rooms need to be returned to the original set-up after all meetings. If extra time is needed, please build that into your reservation request, but please note fees are based on a 3 hour block.

Due to limited space, supplies needed for group meetings and gym rentals cannot be left in the building. The Town of Bourne is not responsible for items left behind.

All participants must adhere to any other policy/rules set by the Town of Bourne.

### ***Restrictions:***

We do not allow rentals for individual profit in the Community Building. For profit use will be restricted to in-house trainings, etc., no fee based trainings, clinics or seminars are allowed.

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### ***Fee Information:***

In-town boards, committees and State/Federal agencies can reserve meeting rooms at no charge. Fees listed below are for events scheduled during regular operating hours, Monday – Friday 9:00am – 8:45pm and Saturdays 9:00am – 5:00pm (September – June). The building reduces evening/weekend hours in July and August. The 3-hour time block includes set-up/breakdown time.

### **Room Fees and Set-Up:**

- Room 1:* Small groups (under 15 people): \$40/up to 3 hours  
All other groups: \$60/Up to 3 hours  
Corporate Meetings/Trainings: \$75/Up to 3 hours  
*Capacity:* 32 people. Tables set in 2 rectangle sets of 16  
Sunday Rental: \$270 for up to 3 hours. Includes room and custodial fees
- Room 2:* Small groups (under 15 people): \$50/up to 3 hours  
All other groups: \$70/Up to 3 hours  
Corporate Meetings/Trainings: \$100/Up to 3 hours  
*Capacity:* 40 people. Permanent U-Shaped conference table at one end. Appropriate for boards and committees. 5 rows with 8 chairs each. This room comes equipped with a screen and projector.  
Sunday Rental: \$300 for up to 3 hours. Includes room and custodial fees
- Room 3:* Small groups (under 18 people): \$40/up to 3 hours  
Corporate Meetings/Trainings: \$75/Up to 3 hours  
*Capacity:* 18 people. Tables set in 1 large rectangle.  
Sunday Rental: \$270 for up to 3 hours. Includes room and custodial fees
- Cafeteria:* Small groups (under 15 people): \$50/up to 3 hours  
All other groups: \$70/Up to 3 hours  
*Capacity:* 56 people. Round tables of 8. Kitchen use not included.  
Sunday Rental: \$300 for up to 3 hours. Includes room and custodial fees
- Gym:* Registered non-profit: \$40/Up to 2 hours 1/2 gym; \$80 whole gym  
All others: \$80/Up to 2 hours 1/2 gym; \$160 whole gym  
Game Rental: \$50/Up to 3 hours: Includes use of our scoring equipment  
*Capacity:* Up to 4 teams for practice (full gym).  
Sunday Rental: \$630/whole gym, up to 3 hours. Includes rental and custodial fees

After hours/Sunday scheduling may be available but is not guaranteed. There are no half-gym rentals on Sundays. Per the Board of Selectmen, two special event waivers per non-profit group may be requested in a calendar year. Any waiver would not include the custodial fee of \$150 (Up to 4 hours) or \$300 (Up to 8 hours).