

Priority of Use

Purpose of Policy: This policy establishes the regulations for scheduling and use of the Town of Marbletown Community Center.

The Marbletown Community Center is operated by the Town of Marbletown under the policies and guidelines established by the Marbletown Town Board. The Community Center will serve as the location of the Town's Senior Citizen Program and will also be available for general community use. The facility contains two meeting rooms and a kitchen.

The Town Board recognizes the desirability of having the Community Center used as much as possible by residents and community groups. This policy promotes the active use of the Community Center while establishing priorities for use of the facilities and outlining scheduling procedures and guidelines. It also sets reasonable rules and regulations for use of the facility.

Priorities for Use of the Community Center

This section of the policy identifies priority classifications for use of the Community Center. Listed below are the classifications in descending order of priority. The town has created four group classifications.

- 1. Town Government and Senior Program Activities:** Any events related to the administration of Town government including, but not limited to, public meetings, and neighborhood meetings have priority for use of the facilities. For the purpose of reservations, groups and/or events in this category will use the facility free of charge.
- 2. Marbletown based public agencies, civic groups, non-profit organizations or resident groups:** Second priority for use of the Community Center is given to other tax supported public agencies which affect citizens of Marbletown, Marbletown based civic groups and organizations which contribute to the well-being and betterment of the community such as Lions Clubs, School groups, Scout Troops, Health and Theater organizations, Library, etc., and resident groups holding neighborhood meetings are included in this classification.
- 3. Marbletown based Commercial and Business organizations and Residents for Personal Use:** Third priority for use of the Community Center is given to Marbletown based businesses and commercial organizations and to Marbletown residents who wish to use the facilities for personal use such as wedding receptions, family reunions, anniversaries, banquets, parties, etc. Events/classes shall not be scheduled at the Community Center that will be used to gain a profit.
- 4. Other Individuals, Groups, and Organizations:** Last priority for use of the facility is given to non-resident individuals and groups and to commercial or business organizations that are not based in Marbletown. Events/classes shall not be scheduled at the Community Center that will be used to gain a profit.

General Information Regarding Use of the Community Center

1. Groups or individuals wishing to use the Community Center facilities should decide through the Youth and Recreation staff. Prior to scheduling outside groups, the facilities staff will first schedule all Town and Senior program events and activities.
2. Scheduling the facility will be on a first come-first served basis based on the priority listing outlined earlier in this Policy.
3. Residents may not reserve a room or facility for non-residents.
4. The facilities staff may limit the number of dates an individual or group may reserve to ensure that one group does not dominate use of a room or facility.

FEES

Group 1 Shall not pay fees.

Group 2 \$90 fee for Friday, Saturday or Sunday rental. Can be waived with written approval from Recreation Director.

Groups 3 and 4, will pay the following fees;

Group 3---\$25 an hour or any part of an hour during business hours. \$35 an hour after normal business hours (up to two hours). \$175 for Friday, Saturday, Sunday rental.

Group 4---\$35 an hour or any part of an hour during business hours. \$50 an hour after normal business hours (up to two hours). \$225 for Friday, Saturday, Sunday rental.

Fees can only be waived by Youth and Rec Office under the approval of the Marbletown Town Board.

Security Deposit: \$100.00 (no alcohol) \$250.00 (alcohol)

All checks are made payable to: The Town of Marbletown