

TOWN OF WOODBRIDGE

REGULATIONS AND PROCEDURES FOR USE AND RENTAL OF THE CENTER BUILDING FACILITIES

Updated March 23, 2023

1. The presence of one building attendant, designated by the Town Administration, is required.
2. No kitchen equipment may be used without expressed permission of the Senior Center Director. It shall be in the discretion of the Senior Center Staff as to the need for a member of such staff to be present during use of any kitchen equipment.
3. The public address system is to be set-up only by the building attendant.
4. If, in the judgement of the Police Chief, police or other security services are required, the organization using the facilities must provide them and pay for them.
5. All rental fees are to be paid prior to the event and checks are to be made payable to the "Town of Woodbridge" and are due (3) days prior to the rental date.
6. Fees for special attendant services (for example, additional custodial fees) are to be paid within five (5) working days after the event, and checks are to be made payable to the "Town of Woodbridge".
7. Sponsoring organizations are responsible for the conduct of all persons in attendance and for any property damage done. Sponsoring organizations will be required to have a public liability and property insurance policy. A certificate shall be provided to the Board of Selectmen prior to the event. Insurance coverage required: General Liability Each Occurrence \$1,000,000, General Aggregate \$2,000,000 Products/Completed Operations Aggregate \$2,000,000 Medical Pay \$5,000
8. Commercial renters will be required to have a public liability, property, and workers compensation insurance policy in place. A certificate shall be provided to the Recreation Department prior to the event.
9. The consumption and sale of alcohol on public property is forbidden by Ordinance. Any group wishing to serve or sell any degree of alcoholic beverage on public property, including the facility, grounds, roadways, sidewalks, parks, or any other property that may be under the aegis of the Town of Woodbridge must obtain a permit from the Woodbridge Chief of Police.
10. Smoking will be strictly prohibited within all Town buildings and workstations and areas within 25 feet of building entrances.
11. There is to be no gambling on public property except by permit which complies to all State of Connecticut Regulations for such activities signed by the Chief of Police.

12. The Center Building is open Monday – Friday 8:30 a.m. to 10:00 p.m. and events shall conclude by 9:30 p.m. Any custodial time spent past 10:00 pm, due to event clean up, is the responsibility of the event organizer and will be paid for out of the event deposit. Any overtime past that will be billed to the event organizer. Overtime will be based on time and one half for anything past 10 pm or on a Saturday, and double time for Sunday, plus an administrative fee of the going rate of custodial fees as set by the Board of Selectmen in said given year. Weekend rentals require a minimum custodial fee of 4 hours.
13. All rental information and applications are on the Town of Woodbridge website. An agreement for use or rental must be signed by a responsible officer of the organization.
14. Woodbridge facilities cannot be used for individual or corporate personal enterprise where selling a product / service is the purpose of the gathering (i.e., investment seminars).
15. Groups are required to pick up after themselves but leave cleaning for the custodian.
16. Town-owned buildings are public and a permit to reserve public space does not allow the permit holder to prevent anyone from entering the space. It is not permitted to charge an entrance fee to events in Town-owned buildings.

Fee schedule to reserve use of the Center Building:

Town, Woodbridge School District and Amity Regional School District events: Free

Woodbridge civic or nonprofit organizations with no paid staff: Free

Woodbridge nonprofit organizations with paid staff:

Classroom	\$50
Cafeteria	\$75
Gymnasium	\$100

Cafeteria with Kitchen \$175
(Only with permission of Senior Center Director)

The Town, at its discretion, reserves the right to limit the duration of an event and/or facility rental.

REQUIRED REFUNDABLE DEPOSIT FOR DAMAGE AND/OR CUSTODIAL CLEANING CHARGE: \$100.00

NOTE: NO DECORATIONS ARE TO BE AFFIXED TO ANY WALL SURFACE IN THE CAFETERIA