
Study Room A, B, & C, Conference Room, and Classroom

PURPOSE

In keeping with the Town's mission to create welcoming spaces that serve as public commons and encourage civic engagement by offering people opportunities to connect and interact, the Upton Community Center's meeting rooms listed below are available at no charge for use by community groups and individuals for informational, educational or cultural meetings and programs when not needed for municipal purposes.

As of May 1, 2023, the Upton Community Center has the following meeting rooms which can be reserved for use by the public:

- 1) Quiet Study A. 6' by 8', 48 square feet furnished with desk, two chairs, internet connected desktop computer and whiteboard. Maximum occupancy 2.
- 2) Quiet Study B. 6' by 8', 48 square feet furnished with lounge chair and laptop stand. Maximum occupancy 2.
- 3) Quiet Study C. 8' by 8', 64 square feet furnished with table, four chairs and whiteboard. Maximum occupancy 4.
- 4) Conference Room. 12' by 14', 168 square feet furnished with conference table, 8 chairs, 55' display screen with videoconferencing set up, clickshare system for screen connection, sink. Maximum occupancy 8.
- 5) Classroom. 17' by 28', 476 square feet furnished with 6 tables, 24 chairs, 65' display screen with videoconferencing set up, clickshare system for screen connection, sink. Seating for 24, maximum occupancy 31.

POLICY

Reservation Process

Municipal departments, committees and support organizations may reserve rooms up to 365 days in advance by contacting the Library Director or Director of Elder and Social Services.

Local non-profit groups and activities which are free and open to the public may reserve rooms up to 90 days in advance by contacting the Library Director or Director of Elder and Social Services.

General public for all other uses may reserve rooms up to 60 days in advance for a maximum of 5 hours per week by using our online reservation portal at:

<https://uptonlibrary.assabetinteractive.com/meeting-and-study-rooms>

or by calling the library service desk at 508-529-6272.

Study Room A, B, & C, Conference Room, and Classroom are available only during the Community Center's open hours.

Each reservation must include the name, address, and phone number of a contact person, and a description of the intended use. The reservation is not complete until the Library Director or Director of Elder and Social Services confirms that the request is approved.

IMPLEMENTATION PROCEDURE

Regulations for Use

The contact person for each reservation shall be responsible for compliance with the rules and regulations of the community center, for the conduct of attendees, for the care and cleanliness of the room and any equipment used, and for any setup required. All facilities must be restored by the contact person to their original condition. If the facility is not left in its original condition, the contact person may be charged for cleaning or repair services.

No program or meeting shall interfere with or disturb the normal operation of the community center.

Town employees may verify the identity of the contact person and guests before allowing access to the reserved meeting room.

No direct sales of goods or services are allowed in meeting rooms without the prior approval of the Library Director or Director of Elder and Social Services.

Groups and individuals in the following categories are eligible to request approval for sales activity:

- 1) Registered non-profit organizations selling goods as part of a fundraising effort.
- 2) Presenters at events that are free and open to the public selling goods or artworks, or advertising services that are directly related to the topic of the presentation.

The contact person may advertise and publicize events that are held in community center meeting rooms, but such advertisements shall in no way state or imply that the Town approves, sponsors, endorses or is affiliated with the event or group.

Other policies, such as but not limited to the Policy on Unattended Children, Policy on Young Adults, and Public Service Policy shall be in effect during all meeting room use.

Wireless internet access and municipal equipment in the meeting rooms are available for public use, but the availability of equipment is subject to change without notice. Equipment specifically owned by the library may be made available at the discretion of the Library Director. Any additional equipment used must be approved by the Library Director or Director of Elder and Social Services.

Any equipment or possessions left behind in meeting rooms after the reservation ends will be considered abandoned.

In the event of an emergency or weather-related closure of the community center facility, the meeting rooms will also be closed.

Food and drink are allowed in meeting rooms, but the contact person is responsible for cleaning any spills or replacing any damaged equipment.

Alcohol, marijuana, tobacco products and “vaporizers” are prohibited in the community center and meeting rooms.

Balloons, candles, open flames, smoke machines or any similar device are prohibited in the community center and meeting rooms.

Use by groups or individuals for the purpose of conducting a political campaign or advocating an issue before the electorate is welcome as long as: the community center can meet state requirements for provision of equal access, no political fundraising activities occur, and the contact person is responsible for complying with regulations of the Massachusetts Office of Campaign Finance.

Use of the meeting rooms by any group in no way implies endorsement of that group's policies or activities by the Library, Library Director, Board of Library Trustees, or the Town of Upton.

The Library Director and Director of Elder and Social Services reserve the right to reject any application for use of the meeting rooms, or to cancel any reservation without notice.

Event Advertisement

The contact person for an event which is free and open to the public may request that the Town, Department of Elder and Social Services, and/or Library publicize the event.

The Town will only consider publicizing an event which meets the following criteria:

- Event does not charge admission fees or dues
- Event is open to the general public
- Event is not religious, political or commercial in nature.
- Event is not intended to make a profit or promote a business
- Event is not intended to influence a political campaign or promote political action.
- Event and its organizers do not discriminate based on age, race, religion, gender or sexual orientation.

At the discretion of the Library Director and Director of Elder and Social Services, an event meeting all criteria can be publicized in press releases, on the Town of Upton website and social media sites, on the digital and printed events calendar, and/or in material posted inside the Community Center.

All publicity material used by the Town in support of an event will be edited by the Library Director and/or the Director of Elder and Social Services and become the intellectual property of the Town of Upton.

Advertising decisions made by the Library Director and/or the Director of Elder and Social Services may be appealed to the Town Manager.

APPROVED BY:

Board of Selectmen, Chair: Brett Simas



Board of Selectmen: Maureen Dwinell



Board of Selectmen: Stephen Matellian



Original date: April 4, 2023

Great Room & Program Room Policy

PURPOSE

In keeping with the Town's mission to create welcoming spaces that serve the public and encourage civic engagement by offering people opportunities to connect, the Upon Community Center's meeting rooms are available for use by community groups and individuals for informational, educational, cultural, recreational meetings and programs when not needed for municipal purposes.

POLICY

1. It is the policy of the Town of Upton to permit use of the Great Room and Program Room to incorporated charitable or non-profit organizations engaged in municipal, educational, recreational, and/or cultural activities. Other activities, whose proceeds are directed entirely to the benefit of the Town of Upton, other municipalities, and/or government agencies, may be authorized by the Town Manager.
2. The Great Room and Program Room and related Community Center facilities may be permitted to a religious organization for non-religious purposes on the same basis as those available to the general public. Permits for commercial activity and political campaign fundraising will not be authorized.
3. Scheduling priority will be given to Town of Upton departments, boards, commissions, and committees, and then to Upton-based charitable or nonprofit organizations, and then to other organizations meeting the guidelines of these regulations.
4. Municipal events will take precedence over other activities and events for scheduling purposes. Special or unforeseen events may supersede previously scheduled permitted events. The Town reserves the right to cancel a permit in these circumstances.

IMPLEMENTATION PROCEDURE

1. APPROPRIATE USE

- a) The Great Room and Program Room may be reserved for private parties, private receptions, and social occasions. Profit-making entities which reserve rooms for independent programs open to the public are prohibited from charging admission. Profit-making entities must include a disclaimer in all promotion or advertisements of the program that the event is not sponsored by the Town of Upton.
- b) The Town Manager/designee will determine whether requested uses are in conformance with the policy and will process appropriate permit requests for use of the Great Room and Program Room and related Community Center facilities and collect the designated fees.
- c) The Town Manager/designee will make the determination on the specific space available that is appropriate for the individual request.

- d) Except in extraordinary circumstances as determined by the Town Manager/designee, the Great Room and Program Room will be available for use all-day Saturday and Sunday. All events must be concluded by 10:00 p.m. Monday through Saturday, and 9:00 p.m. on Sunday unless authorized by the Town Manager/designee. The Great Room and Program Room will be available for use Monday through Friday in the evening depending on the schedule of other events in the building, and the type of use requested. No non-municipal use will be allowed during the day Monday through Friday, or on recognized holidays.
- e) The room or facility occupancy capacity cannot be exceeded. Occupancy of the Great Room and Program Room is as follows:
 - Great Room – occupancy capacity 95
 - Meeting Room 134A - Program Room - occupancy capacity 12
- f) The permit request may include a request for the length of time allowed to keep the room set up. The final determination will be made by the Town Manager/designee and will be based on other known uses and needs for the space.
- g) Use of the Great Room includes access to 64 chairs and various movable tables, a large display screen and sound system. Overhead lighting is also available. The Great Room is approximately 35 feet wide and 40 feet long with laminate flooring. The peaked ceiling is 14' high at the lower edges.
- h) The Program Room is 35' wide and 14' long and includes 12 chairs and various movable tables and a display screen.
- i) Sale of food and beverages and consumption of same will be allowed only with a permit from the Board of Health. An entity wishing to serve food will also be required to retain a custodian for the event.
- j) Access to the Great Room and Program room after hours is limited to the Senior Center door facing the parking lot.
- k) After-hours use of the Great Room and meeting room include access to restrooms and the entry lounge.
- l) All areas used for a function, including floors, and bathroom, must be left in the same condition as they were found.
- m) Access to areas beyond the Great Room or Program Room and any other permitted areas, except the bathrooms, is prohibited.
- n) All doors must be locked, and all lights shut off after use of the Community Center.

2. PERMITTING REQUIREMENTS

- a) Applicants must be at least 21 years of age and a representative of an eligible organization as set forth above.
- b) Applications for permits must be submitted in writing or electronic format and received at the Community Center at least 15 business days (excluding holidays) in advance of the requested event. The Town Manager/designee may waive this requirement at his or her discretion in unusual circumstances.

- c) Permit requests with an anticipated attendance level of more than 50 people, or with special circumstances that warrant review will be forwarded to the Upton Police Department and Upton Fire Department. In some instances, the Chief of Police and/or the Fire/EMS Chief will require a police detail and/or fire detail. Arranging for the police and/or fire detail will be the responsibility of the applicant, and a deposit for same may be required.
- d) The person submitting the permit request will be the primary contact for the program to be held under that permit. That person's signature on the final permit will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility for ensuring that all rules are followed by participants in the event. Failure to follow regulations and/or make appropriate payments will affect the applicant's ability to obtain permits for the use of the Community Center.
- e) A written notice of cancellation is due at least 24 hours prior to the scheduled use for weekday events, 48 hours prior to Saturday events, and 72 hours for Sunday or holiday events to the Community Center Office. Failure to provide written cancellation notice will result in forfeiture of the deposit, if deposit was required.
- f) A Certificate of Liability Insurance, with the Town as an additional named insured or liability releases (in accordance with the most current insurance requirements), depending on the event, must be submitted to the Community Center Office prior to the issuance of the final permit. General liability coverage shall be in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury liability and \$1,000,000 per occurrence and \$2,000,000 aggregate for property damage liability. In some situations, both may be waived by the Town Manager.
- g) Permit holders may not alter the premises or install equipment. Posting of signs or hanging of decorations of any type is prohibited without the approval of the Town Manager/designee, and if it is approved, hanging materials must be used that will not damage the wall surface, i.e. no sticky tape.
- h) The permit holder is responsible for the cost of repairs needed for damage occurring during their use. Failure to pay will lead to the denial of future permits for that individual and organization.
- i) No balloons are permitted in the Community Center.
- j) Should applicants plan to advertise their event using signs, approval to put up signs on Town property must be done in conformance with the Town's sign policy.
- k) The Town is not responsible for lost, stolen or damaged items.

3. USE FEE AND CUSTODIAL AND MONITORING FEES

- a) A use fee, to account for energy, additional maintenance, and permitting costs may be charged in accordance with the schedule in Appendix A and is subject to change.
- b) Depending on the event to be held, a custodian may be required for events in the Community Center, and/or events in which food will be served. Depending on the size and set-up of the event, more than one custodian will be required, at the sole determination of the Town Manager/designee. There may also be additional fees

depending upon the setup required for the event, such as put up and take down of tables and chairs. There will be a four-hour minimum for custodial services. The custodial and building monitor fees are subject to change and are listed in Appendix B.

- c) A security deposit of \$250 will be required for all groups holding events in the Community Center except those scheduled by Town departments, boards and commissions or unless waived by the Town Manager. The deposit will be returned unless additional custodial services are needed to clean up the facility or damage has been caused as a result of the event.
- d) Under no circumstances shall a custodian, either on regular duty or assigned for a specific program, be responsible for supervision of participants before, during, or after an activity. Adequate and responsible adult supervision shall be provided at all activities throughout the event. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last participant has safely left the Community Center.
- e) The custodian will only provide spaces/equipment that are approved on the permit and will not authorize any other space/equipment without approval of the Town Manager or their designee.
- f) Groups using the Community Center may be subject to a trash removal fee of \$50.00.

4. FIRE SAFETY REGULATIONS

- a) Use of a smoke machine will not be permitted. Use of matches, candles, incense, and pyrotechnics are strictly prohibited.
- b) Each permit with expected attendance of more than 50 people or with special circumstances will be forwarded to the Upton Fire Department for compliance with the Massachusetts Board of Fire Prevention Regulations (527 CMR) for a determination as to whether fire detail is required. The Firefighter's role will be to ensure that occupancy limits have not been exceeded; to monitor that all egress areas remain available for use and are marked; to check that all fire protection devices are working; to ensure that all fire codes are followed; to respond to any immediate fire emergency and evacuation; and to perform as first responder to any medical emergency.
- c) In the event that a fire detail is required, the applicant will comply with Fire Department rules and regulations governing details and a deposit may be required.
- d) Use of any equipment/material that is judged to potentially jeopardize fire safety will require review, permission, and a permit from the Upton Fire Department.

5. POLICE SAFETY REGULATIONS

- a) Each permit with expected attendance will be forwarded to the Upton Police Department for compliance with Massachusetts General Laws and local regulations to determine whether a police detail is required. The Police Officer's role will be to provide security to the facility; ensure that vehicles are parked legally; ensure that emergency vehicles have access to the facility; and provide first responder first aid in the event of an accident or injury.

- b) In the event that a police detail is required, the applicant will comply with Police Department rules and regulations governing details and a deposit may be required.
- c) In accordance with MGL, Chapter 138, Section 1, no person shall possess or consume an alcoholic beverage within the limits of any park, playground, public land or public building owned or under the control of the Town of Upton, except with written permission of the appropriate controlling Town tribunal.

6. BOARD OF HEALTH REGULATIONS

- a) Smoking is not permitted in the Community Center in accordance with Upton Board of Health regulations.
- b) A temporary food permit and license fee is required for any event that involves the sale or distribution of food, in accordance with the Upton Board of Health regulations and federal food regulations.

7. RAFFLE AND BAZAAR REGULATIONS

- a) A request for a permit must be submitted to the Upton Town Clerk's Office in order to hold a raffle or bazaar, according to MGL, Chapter 271. A raffle is defined as "an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes." A bazaar is defined as "a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed twenty-five dollars each." An example of a bazaar is a Las Vegas Night. There is a permit fee charged at time of application.
- b) Any person wishing to hold an auction must apply for a permit through the Upton Town Clerk's Office, according to MGL, Chapter 100. A copy of the application will be reviewed by the Upton Police Chief and returned to the Town Clerk with a recommendation. There is a permit fee charged at time of application.

8. USE OF TECHNOLOGY AND AUDIO-VISUAL EQUIPMENT

- a) Individuals and groups requesting to use UCC technology should contact the UCC staff to arrange a technology familiarity review, before their event. Should a user wish to have an event recorded by Upton Cable TV, separate arrangements must be made with the Cable Access Coordinator.

9. PARKING

- a) There is limited parking at the Community Center. Overflow parking is available in the the municipal lots on Grove Street.

10. ACCIDENTS AND DAMAGE TO TOWN FACILITIES

- a) In the event of an accident during the time of the permit, the permit holder must complete an accident form and submit it to the Office of the Town Manager within twenty-four hours of the accident or on the first business day after the accident. A blank accident form will be provided with the permit.
- b) The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
- c) The permit holder is responsible for surveying the room(s) provided by the permit prior to use, and notifying the custodian immediately if there are any problems that could jeopardize the safety of any individual.
- d) In the event that damage to the facility or equipment occurs, the custodian must be notified immediately. Permit holders may not make any repairs without the approval of the Town Manager or their designee.

APPROVED BY:

Board of Selectmen, Chair: Brett Simas



Board of Selectmen: Maureen Dwinell



Board of Selectmen: Stephen Matellian



Original date: May 2, 2023

APPENDIX B

**HOURLY RATES FOR CUSTODIAL AND MONITORING STAFF
May 1, 2023**

Rates Subject to Change

Staff Security/Custodian

Weekday/Saturday

time and one-half

Sunday/Holiday

time and one-half

Detail Officers

As described in the Police and/or Fire Collective Bargaining Agreement

Kitchen Use Policy

Use of the Community Center Kitchen

The Community Center kitchen is not available for full use currently. However, groups using a different room may request limited use of some of the kitchen equipment for their event: sink, coffee maker, refrigerator, and freezer. Permit holders should bring their kitchen supplies and wipe down all kitchen surfaces at the end of their event. The permit holder must remove the trash.

Permit holders requesting limited use of the UCC kitchen equipment will be required to participate in a Pre and Post event review with UCC staff.

IMPLEMENTATION PROCEDURE

1. APPROPRIATE USE

- a. The Kitchen may not be reserved for private parties, private receptions, and social occasions. Profit-making entities which reserve rooms for independent programs open to the public are prohibited from charging admission. Profit-making entities must include a disclaimer in all promotion or advertisements of the program that the event is not sponsored by the Town of Upton.

Board of Health Regulations

A temporary food permit and license fee is required for any event that involves the sale or distribution of food, in accordance with the Upton Board of Health regulations and federal food regulations.

APPROVED BY:

Board of Selectmen, Chair: Brett Simas



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Original date: May 2, 2023