

## Application for Amesbury Senior Community Center (SCC)

### Nicholas J. Costello Transportation Center

68 Elm Street

Amesbury, Ma 01913

P 978 388 8138 : F 978 388 8144

#### Check One

	Location	Date Requested	Day/Time Requested	Frequency (one time; 1 <sup>st</sup> Monday of Month)
1 <sup>st</sup> floor	Provident Room/Kitchen			
1 <sup>st</sup> floor	Newburyport Five Library			
2 <sup>nd</sup> floor	Amesbury Healthcare Charitable Trust Wellness			
2 <sup>nd</sup> Floor	Institution for Savings Arts and Creativity			

Applicant/Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Non Profit  For Profit  Private Function

Fee:

- Local Non Profits FREE:
- For Profit/Private Function \$50 for 3 hours; \$100 for the day (additional cleaning/repair charge may apply) Checks made out to: **City of Amesbury**

Conditions of Use:

- All events or use of space must schedule through the SCC/COA. In no way can any function impact the use of the city bus system/MVRTA. Forms must be submitted two weeks prior to the event. If you have not received a confirmation call, it is your responsibility to ensure that your time and space has been confirmed please call and speak with reception 978-388-8138.
- Earliest the space could be available Mon-Thur is 5pm/Fri 4pm.
- The COA and the other departments in the building have priority use.
- Municipal government meetings will have priority for use over private functions.
- No solicitation of funds is permitted in the SCC without permission of the Mayor.
- The SCC must be left neat and orderly in the same condition as it was found, trash must be placed in dumpster. Supplies are purchased by the friends of the council on aging, not the city, please do not use food, beverages or kitchen supplies.
- City staff are not available to set up or breakdown the space. It is the responsibly of the group. Reservations must be made in advance and time should be allowed for set up and breakdown

- Nothing may be attached to the walls or space.
- Damage must be reported promptly and the group using the SCC may be charged for damage or wear and tear beyond what is reasonable.
- If using the catering kitchen you must bring your own supplies; kitchen must be left clean and orderly; Serve Safe guidelines must be followed.
- No use of private office space is allowed.
- No smoking is allowed.
- The individual group must cover themselves under their own liability coverage.
- The SCC must be opened and closed properly; doors must be properly unlocked/locked; handicap access must be operated properly and shut off at the end; projectors/smart boards/speaker systems may be used if requested and trained prior to use. Ensure all windows are closed.
- The individual or group using the SCC indemnifies the City of Amesbury /MVRTA for any action that may take place in the use of the SCC or ancillary facility including lobbies, public areas, and parking lots. The City of Amesbury/MVRTA will not be responsible for injury to person/property while the individual/group uses the SCC or grounds.
- After hours facility emergency please contact the Property managers Tony 781-752-9168 or Tim 207-590-7646.
- The Keys must be picked up during normal business hours the day of the event; the keys must either be left on the kitchen counter or returned the following day.

I have read and agree to the conditions stated above. By Signing below I hereby agree to abide by all the policies and conditions of use for the above facility, and all the laws and bylaws of the Commonwealth of Massachusetts and the City of Amesbury.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by operating department: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>For Office Use only:</b></p> <p>Space Confirmed with contact person:   <input type="checkbox"/>   <b>yes</b>   <input type="checkbox"/>   <b>no</b>   date: _____</p> <p>Notes: _____</p> <p>Staff initials: _____</p>
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