

Newtown Community Center Committee

February 5, 2019 6:30 pm Town Hall South

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE COMMUNITY CENTER COMMITTEE

Ms Walsh called the meeting to order at 6:30.

Present –Kinga Walsh, Cheyenne Wirtz, Fred Taylor, Rebecca Carnes, Brian Hartgraves, Doria Linnetz , Jeff Tousignant

Absent - Nancy Doniger , Bill Manfredonia

Also Present: Matt Ariniello, Filippo Formica, Nolan Adis and Olivia Deschenes

No public participation

Ms Carnes moved to accept the minutes of the January 22nd meeting. 2nd by Mr Tousignant - approved

Discussion on availability of board members for April 16th meeting and whether it should be rescheduled or canceled.

Mr Hartgraves moved to cancel the April 16th meeting due to spring break 2nd by Ms Linnetz - approved

Director's Report – attached

Discussion on pool water, construction progress, IT, interview status, process and timeline. Lengthy discussion on shared program director position with Senior Center. Lengthy discussion on volunteers and coordination with transition program from the High School. Working on homeschool socialization programs.

Ms Carnes and Mr. Ariniello updated members on website template, warm and inviting feeling of the design is what was desired. NewtownCommunityCenter.org will be coming soon.

Mr Ariniello and Ms Walsh attended a FONS meeting prior to today's meeting. Mr Ariniello will be giving progress reports at the COA meetings as they requested and explained his vision on reciprocal programming and the person's role. Mr. Ariniello expects to announce the hire in the next two weeks.

Rental agreements – attached

Further discussion on details of agreements.

Ms Walsh moved to approve rental agreements with the grammatical corrections discussed. Mr Hartgraves 2nd the motion. – approved

Discussion on oath to represent the town while serving on boards. Importance of members to be careful of statements representing the committee. All members must be on the same page. Statements must go through the committee and Mr Rosenthal should know about interviews.
Discussion on adding student representative feedback to the agenda

Development subcommittee is waiting to meet until they get the patio drawings and pricing.

Mr Ariniello is planning to invite the new employees to the March meeting.

Mr Hartgraves moved to adjourn the meeting Ms Wirtz 2nd meeting adjourned at 8pm.

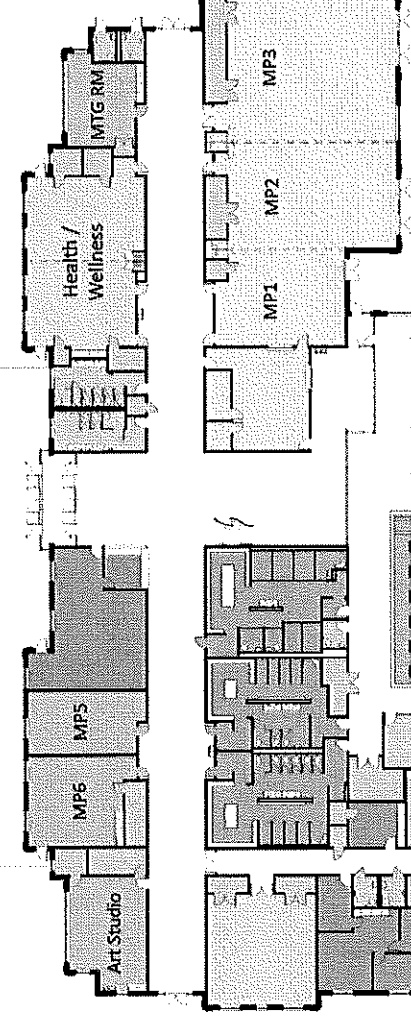
Respectfully submitted,

LeReine Frampton, clerk

Newtown Community Center Rental Information

Choosing the Right Room

The Newtown Community Center is your affordable solution for all your affairs and events! Our centrally located building and air conditioned rooms can accommodate meetings and events of all varieties. Guests enjoy our beautiful space, parking, and the manicured grounds of the Fairfield Hills Campus. Availability varies by room and season. *Please contact us for after-hours availability.*



Reservation Process

To reserve a room please contact us or complete an application online on our www.newtowncommunitycenter.org

**Prices are subject to change*

Food and Beverage Catering

Renters may bring in food and non-alcoholic beverages from their preferred vendor. In order to have use of the kitchen, however, the full multipurpose room or Multipurpose Room 1 must be rented. A Health Department application must be completed and approved prior to event date. Copy of the approval must be submitted prior to the event.

If your event will have alcohol, the multipurpose room must be rented and the appropriate licenses and paperwork must be provided. Please note, an additional fee will be charged to a staff supervisor for events where alcohol is being served. Renters will also need additional insurance rider.

A list of our approved food and beverage caterers is available on our website. Renters must provide rental insurance.

Non-Profit Organizations will receive a hourly discount as a member. All organizations must provide a copy of their 501(c)3 status upon reserving.

Space	Member / Non-Profit		Non-Member/ Business	
	Weekday (M-F)	Weekend (Sat/Sun)	Weekday	Weekend
Art Studio	\$30	\$40	\$33	\$44
Health/Wellness	\$40	\$50	\$44	\$55
Meeting Room	\$20	\$20	\$20	\$20
Multi-purpose 1 (With Kitchen)	\$75	\$85	\$85	\$95
MP2	\$75	\$85	\$85	\$95
MP3	\$85	\$95	\$100	\$110
Activity Room A	\$30	\$35	\$40	\$40
Activity Room B	\$30	\$35	\$40	\$40
Multi-purpose 1,2,3	\$125	\$140	\$150	\$165

*Hourly Rates

Room	Seated	Lecture Style	Sq. Ft.
Multipurpose 1,2,3	250	618	4,313 sq. ft.
Multipurpose 1	62	133	927 sq. ft.
Multipurpose 1 & 2	150	340	2,372 sq. ft.
Multipurpose 2	94	207	1445 sq. ft.
Multipurpose 3	122	380	1941 sq. ft.
Health & Wellness	N/A		1598 sq. ft.
Meeting Room	12	N/A	498 sq. ft.
Art Studio	30	N/A	654 sq. ft.
Activity Room A	35	70	610 sq. ft.

Rental Inclusions

All rentals will include:

- Setup/breakdown of tables and chairs
- Custodial cleanup following your event,
- Free Wi-Fi as well as access to other technology-equipped areas.

Tables and Chairs for up to ____ amount of people will be provided. For larger parties the NCC will rent tables and chairs upon request.

Deposits

The NCC requires a 25% deposit of the total rental charges. Rental charge balances are due 7 days prior to the event. \$50.00 Security Deposit is due for multipurpose spaces.

All other spaces: Require full payment and a signed contract when reserving.



Newtown COMMUNITY CENTER

Kitchen Policies & Procedures

If using a Caterer, the Food Caterer must provide a copy of their current catering food service license and Certificate of Liability Insurance at least 14 business days before any event they are catering (see requirements in section III.)

1. The renter may only access the building (including the kitchen) during the rental hours that the client has booked. This includes delivery of rental equipment, load-in, set up, clean-up and load out. All equipment must be removed from the building by the end of the rental timeframe. Failure to do so will result in fines.
2. All event coordinators are to introduce themselves and their staff to the Front Desk Staff upon arrival into the building.
3. All ice must be dumped into the food prep sink in the kitchen – no ice may be dumped outside the building. If using the ice machine in the NCC kitchen, ice must be taken using the provided scoop and no items of any kind can be stored or kept cool in the ice machine.
4. All equipment used must be left in the condition it was found. This includes cleaning all floors, counters, tabletops, ovens, stoves, refrigerator and sinks.
5. Individuals are responsible for kitchen trash removal. Trash bins are located outside of the Community Center.
6. Failure to leave the premises in a clean and sanitary condition will result in a custodial fee of \$100.00.
7. Left-over food and all personal items must be removed immediately following the event.
8. All equipment used, including, but not limited to: oven, warming oven, dishwasher, etc. must be TURNED OFF, cleaned and checked prior to vacating the facility.
9. When using ovens, the exhaust hood MUST BE ON.
10. The use of propane gas or grills is STRICTLY PROHIBITED inside of the building.
11. ONLY THE FOOD CATERER AND OR HIS/HER STAFF ARE ALLOWED IN THE KITCHEN.
12. One of the Food Caterer's staff members MUST remain in the kitchen the ENTIRE TIME THE KITCHEN IS BEING OPERATED/USED. (Maximum number of individuals allowed in kitchen at one time is 12.) Food Caterers/staff leaving the kitchen unattended may result in the kitchen doors being locked and preventing use. Guests and attendees are NOT ALLOWED IN THE KITCHEN.
13. Renters are not allowed access into the Vending space or use materials from the vendor's space.



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III. INSURANCE

The Caterer agrees to maintain insurance covering the Caterer and all of its agents, employees and sub-contractors including:

- Workers Compensation Insurance with Statutory Coverage and Employer's Liability with limits of no less than \$500,000/each accident.
- Commercial General Liability which includes coverage for bodily injury, property damage, advertising and personal injury, products-completed operations and contractual liability in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 in annual aggregate.
- Liquor Liability insurance in a minimum amount of \$1,000,000 per occurrence (for Liquor Caterers).

IV. CATERER SIGNATURE

The Caterer agrees to indemnify and hold harmless the Town of Newtown, its employees, agents and representatives, from and against all claims of whatever nature arising from any act, omission or negligence of the Caterer or of the Caterer's contractors, licensees, invitees, agents or employees or arising from any accident, injury or damage resulting from an act or omission on the part of the Caterer, its contractors, licensees, agents, employees or invitees. The Caterer also agrees to hold the Town of Newtown harmless for any loss and/or liability arising from their use of the building and facilities. The Caterer agrees to indemnify the Town of Newtown, its employees, agents, and representatives for reasonable attorney fees and costs incurred as a result of any action or omission subject to this paragraph.

I have read and agree to the above policies.

Printed Business Name of Caterer



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Signature of Caterer

Date



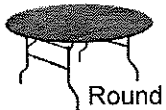
Newtown

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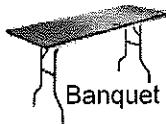
RENTABLE UNITS

Renter: _____

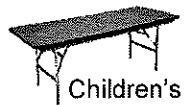
Room: _____



Round



Banquet



Children's



Children's



Foldable



White Wooden



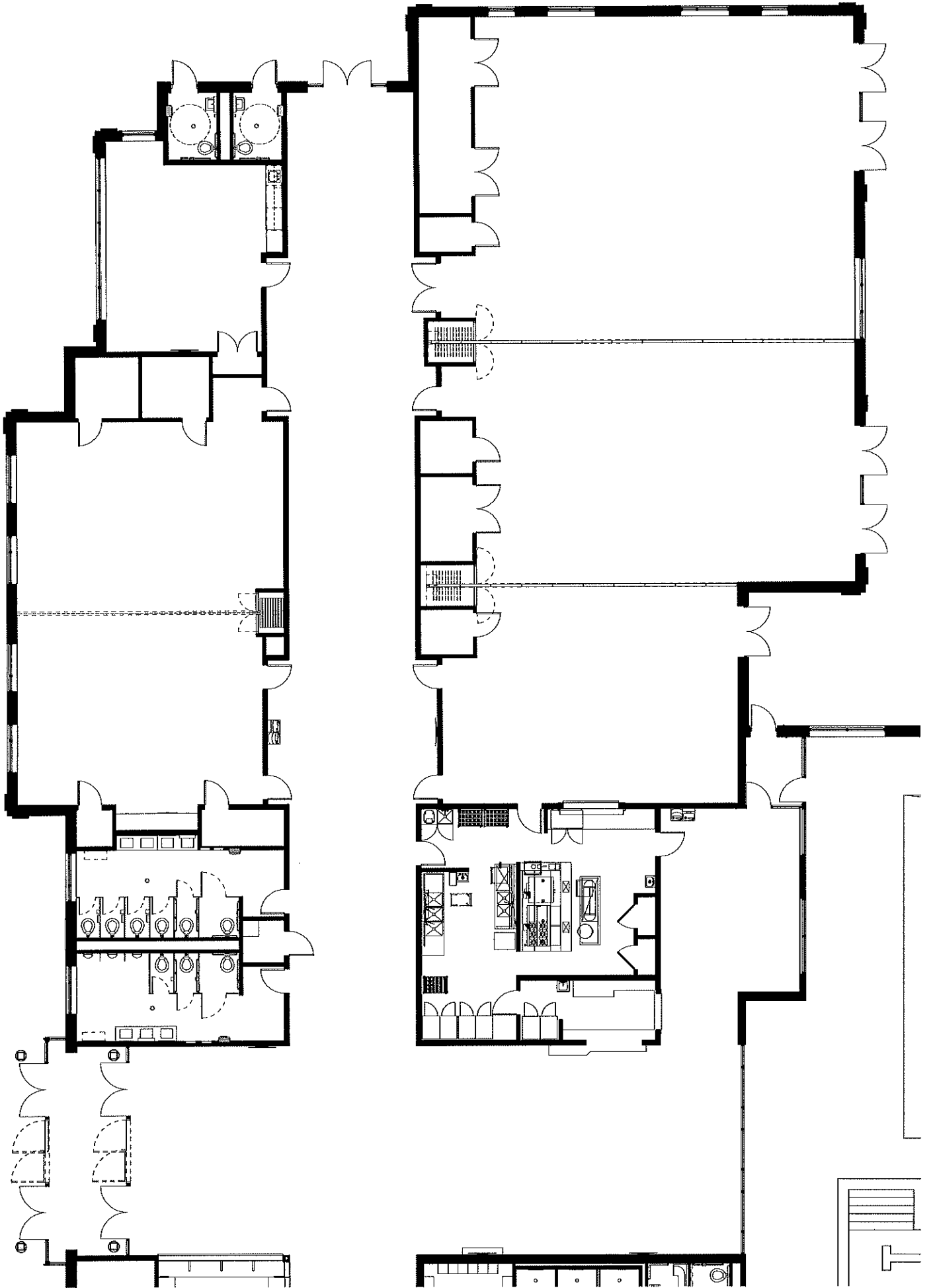
Table

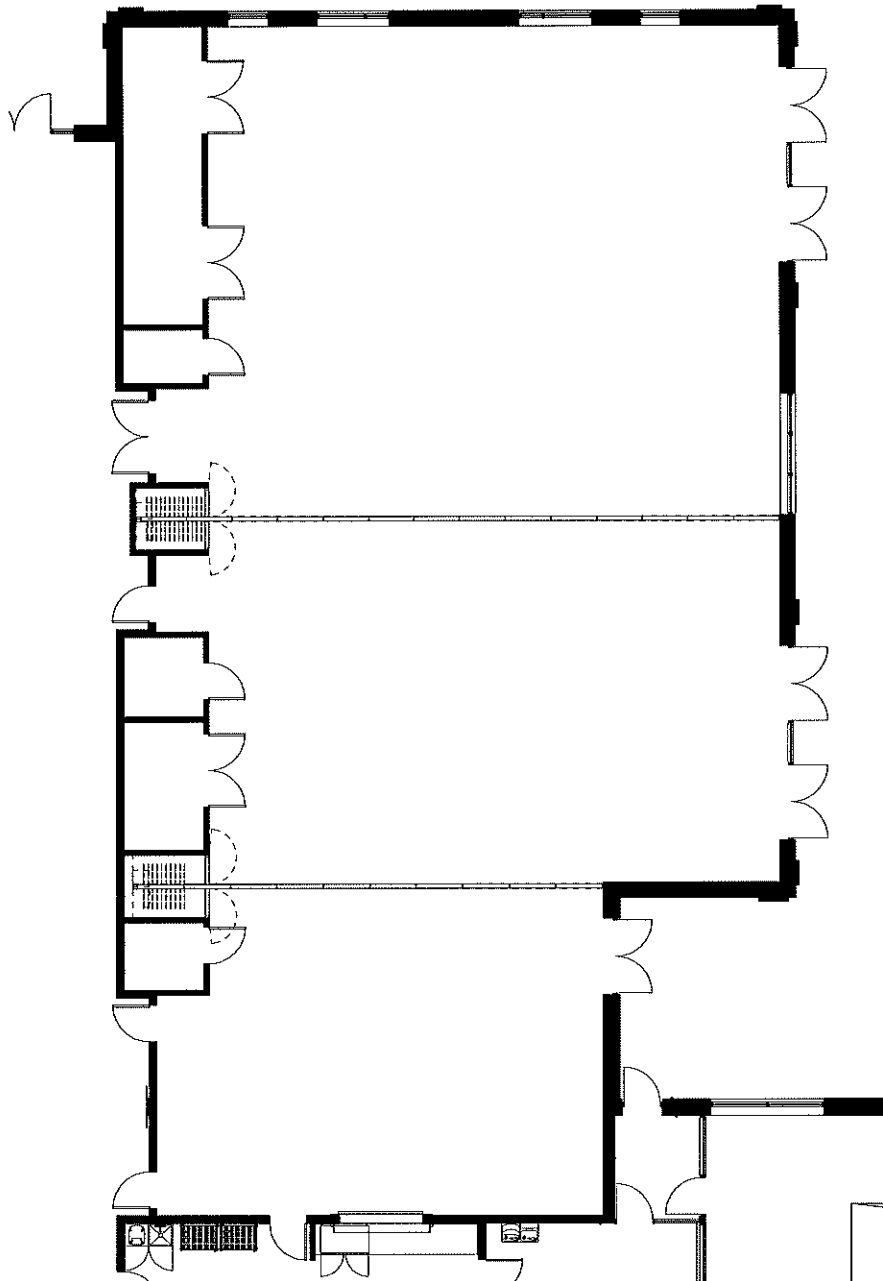


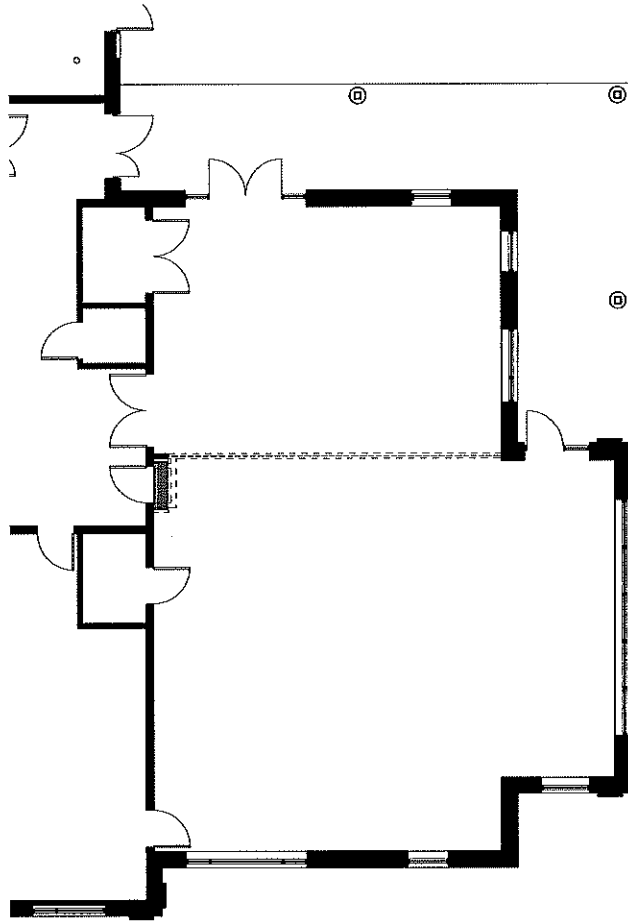
Portable

Tables:	Fee:	Quantity:	Total Charges:
Card Tables	\$		
Children's Tables	\$		
4' Round Tables	\$		
5' Round Tables	\$		
6' Round Tables	\$		
6' Banquet Tables	\$		
8' Banquet Tables	\$		
Chairs:			
Children's Chairs	\$		
Folding Chairs	\$		
White Wooden Chairs	\$		
Linens:			
4' Round Tables	\$		
5' Round Tables	\$		
6' Round Tables	\$		
6' Banquet Tables	\$		
8' Banquet Tables	\$		
Portable Bar:			
Portable Bar:	\$		

Grand Total: _____







Newtown Community Center Insurance Requirements

Fortunately, most businesses, churches, etc. already have in place an insurance policy that can be easily modified to provide coverage for your event. The policy is called a Commercial General Liability (CGL) policy.

1. If your entity currently has in place a CGL policy:

Contact your insurance provider to issue a Certificate of Insurance for your event. Please request a certificate naming the "Newtown Community Center" as an additional insured.

2. If your entity does not currently have in place a Commercial General Liability Policy:

You will be required to purchase a one-day Participant Accident Insurance Policy. This policy can be purchased through the Town of Newtown Insurance Policy which allows renters to purchase per event or on a per day basis

To Register visit www.onebeaconentertainment.com

Venue ID: 0501-130 "Town of Newtown"

At the end of the process, you will be given a quote and the option to purchase the insurance. Be sure to hand in the insurance certificate you receive 2 weeks prior to your event. If there will be alcohol at our event, be sure to get the additional liquor liability insurance.

Rental Regulations

1. All building users shall check in with the Front Desk or supervisor when entering the building
2. Do not slide tables and chairs across the floor
3. All local, state and federal laws and regulations must be obeyed
4. Candles are permitted if contained (floating, votives, glass hurricanes etc.)
5. Renter must check out with the front desk staff prior to departing
6. Smoking is not allowed in the building
7. Do not prop doors open
8. Tape is not allowed on the floor
9. The use of propane gas or grills is strictly prohibited inside the building
10. No pets/animals are allowed in the building. Working guide/assistance animals are permitted
11. Capacity regulations as defined by the Fire Marshall is strictly enforced



Newtown

COMMUNITY CENTER

CREDIT CARD AUTHORIZATION FORM

Contact Information

Name: _____

Phone Number: _____

Mailing Address:

Credit Card Information

Name on Credit Card: _____

Billing Address: (Provide full address)

Credit Card Type: MasterCard Visa Discover American Express

Credit Card Number: _____

Credit Card expiration Date: _____

CVV (Security Code): _____

Cardholder Signature: _____

Authorization:

I give authorization for the Newtown Community Center to process the payment in the amount of \$
for the Community Center Room Rental.

Signature: _____ Print Name: _____

Date: _____

-----OFFICE USE-----

Date Charged: _____

Amount Charged: _____

Balance: _____

**Newtown Community Center
Rental Checklist**

Thank You for choosing the Newtown Community Center for your next event! Please see the attached checklist to help you secure space for your next event. Please be sure to submit the following items before your event. You may mail, email, or fax your completed rental forms to the Newtown Community Center. **We cannot guarantee a reservation without payment and completed and signed paperwork.**

- ___ 1. Your application must be completed and signed including liability and insurance waivers.
- ___ 2. **Payment-** find the appropriate rental fee listed on the Rate Sheet and include this amount with your application. If you wish to pay by credit card you may complete a credit card authorization form or pay via telephone.
Checks can be made payable to : *The Newtown Community Center.*
- ___ 3. **Security Deposit** payment is due 30 days before the event (amount varies based on event and room. All renters must provide.
- ___ 4. Submit a **Certificate of Insurance (COI)** 30 days before your event. If serving alcohol at your event, see insurance information to secure appropriate coverage.
- ___ 5. If you have 100 or more guests, a fire marshall application must be submitted along with a floor plan (see attached blank floor plan). Applications are available on our website and via the Fire Marshalls office
- ___ 6. If serving food to the community or the public, you must submit a health form available on our website or via the Newtown Health Department.