

MILFORD YOUTH CENTER

24 Pearl Street, Milford, MA 01757

(508)473-1756 Fax (508)381-0759

REGULATIONS GOVERNING USE OF MUNICIPAL FACILITIES

The Milford Youth Commission, for the purpose of promoting the usefulness of town-owned property in the best interest of the community, hereby establishes the following regulations relative to public use of municipal facilities:

For non- profit and/or any organization collecting fees or admission charges

CHARGES ARE FOR CONSECUTIVE HOURS OF USE

1. Use of municipal facilities is granted within the limits prescribed in the General Laws and acts in amendment or addition thereto.
2. The Youth Commission reserves the right to grant free use of its facilities to educational, charitable or governmental agencies, at its discretion, and to deny any application that interferes with use of municipal facilities for municipal purposes, which causes undue difficulties in policing the premises, or is considered to be an inappropriate activity to be held on municipal premises. Use of the municipal facilities by any organization in no way constitutes endorsement of that organization's policies or actions by the Youth Commission.
3. Fees shall be charged in accordance with the fee schedule available at the Milford Youth Center. Fees are subject to change without notice. No admission fee may be charged without the express permission of the Milford Youth Commission.
4. A town custodian and other appropriate personnel designated by municipal authorities must be on duty while the facility is in use. Applicant is responsible for compensating all designated personnel. The custodian has full authority to ensure that all provisions of the rules and regulations are observed. Please make arrangements directly with the Senior Building Custodian.
5. Custodial personnel shall be paid at the employee's time and a half (1-1/2) rate of pay at a minimum of two (2) hours. On Sundays and holidays, the rate shall be paid at two (2) times the rate of pay with a two (2) hour minimum. All payments for custodial personnel must be made no later than one week after use. Unpaid personal service invoices will result in future requests for use of facilities being denied.
7. **Cancellation:** A refund of 75% of all paid charges will be granted only if cancellation is received by the Director at least 48 hours prior to the event. If cancellation is received less than 48 hours prior to event, no pre-paid charges will be refunded, and the user may be charged for personal services if departmental personnel reported for duty related to use. **IMPORTANT:** to cancel, contact the Director at 508-473-1756.

8. **No Smoking or Alcohol** is allowed in any municipal building.
9. Circulation throughout the facility is restricted to only areas recognized as essential to purpose of use. Unauthorized circulation violates the permit and prohibits future use of any facility by the organization.
10. Organization must provide personnel to properly supervise use of the facility. The supervisor's name(s) MUST appear on the application that is signed prior to rental date. A list of 21+ rental supervisors must be provided at time of signed contract. Only those adult supervisors will be allowed to supervise rental and MUST remain on the premise until each minor attendee is picked up by authorized adult.
11. Organizations using all municipal facilities must assume responsibility for any loss or damage to the property and must leave the facilities in order. Nothing may be hung on the walls.
12. Organization will pay the "Town of Milford – Milford Youth Center" for all damaged property or equipment as reported by departmental personnel assigned to the municipal facility.
13. The Town of Milford is not responsible for materials, supplies, or equipment owned by any organization utilizing any municipal buildings.
14. Insurance coverage shall be required in the minimum amounts of \$250,000 per person/\$500,000 per occurrence. Proof of insurance must be submitted prior to use of facilities, and shall include a provision holding Town of Milford harmless against any such claim. If insurance coverage is not provided by renter, it is the responsibility of that renter to ensure each participant completes an Individual Use Waiver prior to participating in rental activities.
15. Rental of municipal property is restricted to not-for-profit organizations located within Milford. Rental of property is restricted to occasional use only; therefore, the Milford Youth Commission reserves the right to refuse any application, at its discretion.
16. No refreshments are to be brought into, consumed, or served in the municipal facilities without signed permission of the Milford Youth Commission. If permission is granted, the sponsoring group shall be responsible for the proper cleanup.
17. If food is to be served, the organization seeking approval for use of the municipal facility must provide the Board of Health with a menu, name of the caterer, and date of the event.
18. Any proposed open flame device used for cooking must be approved by the Milford Fire Chief.
19. Town vehicles or equipment are not available for transporting or moving materials for non-municipal functions.

20. If municipal buildings are closed for any reason, all activities for that day shall be cancelled.
21. Facilities will not normally be available for use during holidays celebrated by the Town of Milford.
22. All requests must be submitted at least three (3) weeks in advance.
23. The requirement of paid detail Police Officer(s)/Firefighter(s) will be reviewed by the Town Administrator and the Police/Fire Chief and will be determined on a case by case basis. If it is determined that paid detail Police Officer(s)/Firefighter(s) are necessary, these costs will be paid by the applicant.
24. The Milford Youth Commission reserves the right to make special regulations and changes, to cancel any activity, and to deny applications for use, whichever it deems to be in the best interest of the Milford Youth Center.
25. Any questions concerning building rental, fees and/or regulations should be directed to the Director.
26. If a Sunday entertainment license is required, complete application and return it immediately.

Payment of fees: All rental fees are payable upon approval of permit.

MAKE CHECK PAYABLE TO: "TOWN OF MILFORD – MILORD YOUTH CENTER"