

# Town of Hamilton



## GUIDELINES FOR USE OF HAMILTON SENIOR CENTER

299 Bay Road  
Hamilton, MA 01982  
978-468-5595

This guideline gives a general overview of usage do's and don'ts for the Hamilton Senior Center (also known as the Meeting House or the old library). Please feel free to contact the Council on Aging Director (978-468-5595) or the Town Manager's office (978-468-5572) if you have any questions or concerns. We welcome your involvement in the Senior Center as well as any suggestions you have for improving our programs, services or accessibility to our building.

1. The Senior Center is primarily for use for Council on Aging activities. When not in use for that purpose, it may be used by Town departments, as well as, by Town –related boards and committees that would normally be entitled to meet at the Town Hall or other municipal buildings in Hamilton. When not in use by any of the preceding groups, space may be made available to non-profit, civic, Hamilton-based community groups and organizations. All use is offered at the discretion of the Council on Aging Director as confirmed by the Town Manager.
2. Meetings may be scheduled for 7:30 AM to 9:00 AM or after 4:30 on Monday through Friday as the Center is used for senior programs throughout the day. The Senior Center is also available for use on the weekends.
3. Requests for use of the Senior Center may be made in person, e-mail or telephone. Requests will be honored on a first-come, first-served basis but subject to the preferential categories described in paragraph 1.
4. All non-Town-related groups or organizations must provide the Director with a Certificate of Insurance for comprehensive general liability naming the Town as an additional insured in the minimum amount of \$1,000,000

per occurrence, \$3,000,000 in the aggregate, before permission will be given to use the premises.

5. Occupancy will be limited based on fire and public safety regulations.
6. Smoking and alcoholic beverages are not allowed.
7. Food and drink, other than water or coffee, are not allowed during meetings except in the dining room side of the building. Please make sure you clean up after your visit and dispose of the trash in the appropriate container. The Senior Center participates in the Hamilton solid-waste disposal program and we do recycle.
8. The kitchen is off-limits for all uses except for Council on Aging activities.
9. Permission to use the Senior Center may be withheld from any group that fails to comply with the guidelines for use of the Senior Center or that damages the room, carpet, equipment, furniture or causes a disturbance.
10. Use of the Senior Center by any group signifies acceptance of the terms of this policy. Any exceptions are subject to the approval of the Director and the Town Manager.
11. The Town of Hamilton will not be held liable for injuries or damages occurring during the use of the Senior Center. The Town of Hamilton cannot be held liable for loss or damage for material left in the Senior Center or the personal property of those attending meetings.
12. Any questions on the interpretation of this policy will be referred to the Director. Final determination on the use of the Senior Center by any group rests with the Town Manager.
13. Any group wishing to use the Senior Center must first contact the Director who will maintain a master calendar of activities, meetings, events and programs held in the building. The Director may be reached at:

Mary Beth Lawton  
299 Bay Road  
Hamilton, MA 01982  
9780468-5595

In the event that the Director is not available, use may be scheduled by contacting the Town Manager at:

Michael Lombardo  
577 Bay Road  
Hamilton, MA 01982  
978-468-5572

14. Please make sure that if this is an open meeting, the information must include the Bay Road address when posting the position with the Town Clerk. No usage of the building will be allowed unless you have booked the building with a 48 hour notice to the Director, or in her absence, the Town Manager. Use of the building is not authorized until the Director has confirmed your reservation.
15. Contact information must be left with Director when booking the Senior Center for whoever is responsible for accessing the building: name, department, work and cell phone number. Additionally, please provide an estimate of the number of attendees you expect. The Director will notify the Police Chief if the number exceeds 125 to determine if a traffic control patrolman is necessary (at the Chief's discretion).
16. No town-related board or committee will be charged a fee for use of the Senior Center. If, in the Police Chief's discretion, the proposed use requires a police detail, the user agrees to pay the cost of the detail as a condition of use of the Senior Center. The Director will provide upon request the schedule of fees that will be charged for use of the building by a non-Town-related board or committee.
17. Fees are payable in advance.
18. Fees are reimbursed only if cancelation is made at least 48 hours in advance.
19. Notice of cancellation should be made to the Director as soon as possible.
20. Heat or A/C will be left on for the group using the Senior Center. Please do not change the settings on the thermostat or attempt to manually control the wall units.
21. The contact person for the group will obtain the key to the Senior Center from the COA Director or the Emergency Operations /Dispatch Center, which is behind the Senior Center, on the day of or one day prior to their meeting. Keys will be signed out with contact information provided (department using Center, contact name, cell phone and work number) and returned the following day by noontime to Emergency Operations/Dispatch. Any infraction of this rule will result in departments/committees/boards not being allowed use of the Senior Center for future meetings. Please ensure that both the front and the back door are locked after your group has left.
22. Personnel at the Senior Center are not responsible for setting up tables or chairs for your meeting, nor are they responsible for putting them away.

Please plan accordingly and leave the Senior Center in the condition in which you found it.

23. For health and safety reasons, the only animals that can be brought to the Senior Center are service animals that aid people, such as seeing-eye, hearing and balance dogs.

Adopted by Hamilton Board of Selectmen April 27, 2015