

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

Contact for scheduling room usage: Vanessa Kahrman, MA, LSW ext 544, karhmanv@amesburyma.gov

Fill in the boxes to request a room, List Multiple dates in margin if needed

	Location	Date Requested	Day/Time Requested	Frequency (one time; 1 st Monday of Month)
1 st floor	Provident Room/Kitchen			
1 st floor	Newburyport Five Library			
2 nd floor	Amesbury Healthcare Charitable Trust Wellness			
2 nd 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 and Government FREE: (additional cleaning/repair charge may apply)
- For Profit/Private Function \$50 for 3 hours; \$100 for the day (additional cleaning/repair charge may apply) Make checks payable 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 staff person 978-388-8138.
- Earliest the space could be available Mon- Fri 4pm. The space is available also on the weekends.
- 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 Tim 978-228-0561.
- The Keys must be picked up during normal business hours the day of the event; the keys must either be left on the greeter's desk or returned the following day.
- It is your/your organizations responsibility to schedule a time to tour the facility, learn how to lock/unlock the building and use any items. You must schedule this appointment no less than 24 hours before use- we cannot accommodate walk ins. You may pick up the keys the day of the event. If you are a multi user you may request to purchase swipe card keys at the cost of the keys- checks are to be made out to the City of Amesbury.

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: _____

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