

Russell Mercier Senior Center
14 Stonecroft Drive
Hebron, CT 06248
Phone: (860) 228-1700
Building use for non-operating hours

*Please note: Normal Operating Hours are
Monday through Thursday
8:00AM to 5:00PM,
excluding Holidays.*

1. Who may apply:

- Community associations or organizations based in and/or serving the town of Hebron. Examples are “associations or organizations” possessing exemption from taxation under § 501(c)(3, 4, 5, 6, or 7) of the Internal Revenue Code :
 - * a business league
 - * a charitable organization
 - * a civic league
 - * a club
 - * a labor, agricultural, or horticultural organization
 - * a local association of employees

2. How to apply:

- By submitting a completed “Application for Use” form to the Center’s Senior Services Coordinator not more than 6 months or less than 14 days in advance of the date of use.

3. General Limitations:

- No activities which are discriminatory in nature, promote discrimination based upon race, gender, political affiliation, religion and/or sexual orientation or are of a subversive nature
- All activities must adhere to the canons of good morals, manners and taste
- No admission charges or other contributions shall be solicited or collected at any event unless previously approved by the Senior Services Coordinator
- No articles of food or beverages, products, or services may be sold unless authorization is granted at the time the application is approved
- No commercial advertising or collection/solicitation of personal information from program attendees
- The Senior Services Coordinator/Town Manager reserves the right to revoke permission for use previously granted or to grant waivers to these requirements so long as such waivers conform to the intents and purposes of these requirements.
- Appeals of decisions made by the Senior Services Coordinator may be submitted to the Town Manager

**APPLICATION FOR THE USE OF THE RUSSELL MERCIER
SENIOR CENTER
DURING NON-OPERATING HOURS**

Association/Organization: _____

Contact Person: _____ Phone: _____

Address to which correspondence should be mailed: _____

Date Senior Center is requested: _____

Hours Requested: _____

Purpose of Use: _____

Number of People expected: _____

Room Requested: _____ Small Conference Room (Library)

_____ Large Dining (Multi-purpose) Room

_____ Large Dining (Multi-purpose) Room with Kitchen Privileges

It must be clearly understood that use of the Senior Center is contingent upon agreeing to abide by the following terms and conditions:

- * No person or group shall use any area of the Senior Center or its grounds for any purpose other than that for which it was reserved and designated. Only the specified space is to be used during the approved date(s) and time(s). Total number of attendees cited in the application must not be exceeded. Reservations are limited to a total of three (3) hours.
- * The Senior Services Coordinator/Town Manager reserves the right to revoke permission for use previously granted.
- * Event sponsors must accept full responsibility for the premises, proper supervision of all attendees and their conduct. All children under 18 years of age must be suitably supervised at all times. The person(s) in charge of the event has the responsibility to assure that conditions exist to promote the highest degree of safety possible. No acts of violence or vandalism, immoral or indecent behavior or terrorism that causes or exposes anyone to physical injury, discrimination, or harassment will be tolerated.
- * The group making application for use of the building and grounds shall agree to indemnify, relieve from all responsibility, and to render harmless from any claims, actions, or causes of action of any kind which may arise out of the use of the facility by such individual or group, the Russell Mercier Senior Center and its employees or the Town of Hebron for any damage or loss to property or person of any individual attending the event. Groups must provide their own insurance coverage - \$1,000,000 Bodily Injury and Property Damage Single Limit Liability naming the Russell Mercier Senior Center and the Town of Hebron as additional insured. Certified verification of such insurance will be required to be filed no less than 8 business days before the event.
- * All supplies/equipment are the property of the Senior Center. Usage of the facility does not imply usage of any supplies/equipment unless specific permission is granted. Reservers must therefore be responsible for the provision of ALL needed supplies/equipment for their function/event. The Russell Mercier Senior Center shall assume no responsibility for properties left on the premises by the user.
- * Adherence to all local and state *FIRE AND BUILDING CODES* is imperative. All electrical appliances/equipment, components, extension cords and outlet strips used shall be in good condition and comply with applicable codes.
- * Should kitchen privileges be granted, no cooking is allowed. Ovens, microwaves, and stovetops are for warming only.
- * There shall be no gambling, or possession of, or use of alcoholic beverages or controlled substances, or possession, use or threatening the use of any weapons, explosive devices, fireworks, or hazardous substances in or on the property of the Senior Center.

Approved by Hebron Board of Selectmen May 4, 2006

- * There is *NO SMOKING, candles, or fires* allowed in the Center. There is one receptacle cigarette available outside at the front entrance to the building. No cigarette butts should be disposed of on the lawns, parking lot, or walkways.
- * No pets are allowed in the Senior Center except for service animals assisting specified individuals.
- * Music and sound must be kept at reasonable levels.
- * Lobby telephone is for emergency use only.
- * The Senior Center's physical space shall be maintained and left in an orderly and neat fashion comparable to the same state as when you and your group arrived. Please return any *MOVED FURNITURE or other items* to original locations. Groups using the facility are responsible for assuring that all equipment and materials are returned, cleaned and operational upon the conclusion of their event. All garbage must be removed from the Senior Center premises. Groups will be liable for any damage to the building, its exterior and ground, or equipment
- * Exhibits, posters, decorations, or other materials cannot be nailed, stapled, tacked, taped, or glued to the ceiling, windows, or walls of the Center. All personal items must be removed before leaving the Center.
- * Additional Senior Center Closing Procedures
 - Turn off lights in all rooms including bathrooms and hallways
 - Close all interior doors
 - Check and lock all exterior doors
 - Return key by placing it under the Senior Center Coordinator's office door (keys may NOT be duplicated)
 - Exit through hall door by health room and double check that exterior door is locked
- * Review all terms and conditions along with completing all closing procedures at the event's conclusion.

I agree to the above terms and conditions of the Russell Mercier Senior Center use and accept financial responsibility for any property damages incurred.

(Signature)

(Date)

(Printed Name)

Approved: _____

Sharon M. Garrard
Senior Services Coordinator

(Date)

**In the event of an emergency – Call 911 first.
Notify Senior Center Coordinator (228-1700) and/or Town Hall (228-5971)
as soon as possible.**

*Thank you for your careful attention to these safety and maintenance measures
and for assisting us in keeping our building in good condition.*

**Please attach
Association's/Organization's
Current Certificate of Liability Insurance
in accordance with the above terms and conditions**