



COMMUNITY GROUP USE OF SUZANNE PATTERSON BUILDING Rules and Conditions of Use

I. Priority of use

The Suzanne Patterson Building (SPB) is to be used primarily for the provision of PSRC programs and services to older adults in the Princeton community. The second priority of use will be for municipal department functions, and third for other senior groups. The building may be used by Federal 501c3 *non-profit* community organizations when not in use for senior or municipal activities. **PSRC and the municipalities can preempt outside use even if scheduled earlier.**

II. Conditions of use

1. All scheduling of use of SPB will be done by the Senior Resource Center, which will maintain a master schedule for all rooms.
2. Renters agree to **comply with all local ordinances**, including occupancy, noise and alcohol consumption and absolve the Princeton Senior Resource Center and Municipality of Princeton from liability for any non-compliance.
3. All renters **will pay fees and deposit within one week** of reserving the space, including the contract, a liability insurance certificate and proof of non-profit status. The Police and Public Works Departments will be notified by PSRC of all after-hours use (weekends and after 5 pm on weekdays). Requests will be handled in the order received. Rental times include set up and take down. There may be groups preceding or following you.
4. **Keys will be signed out at the Police Desk**, which is now located at the Municipal Building on 1 Valley Road, and returned immediately after an event. If there is a rental group following yours, the key must be turned over to a designated person, not left in some agreed upon place. If there is no designated person, return the key to the police station, where the next group can pick it up.
5. **All renters are responsible for their own set up and take down.** All renters will leave the facility broom clean, returning all furniture and equipment to its proper place and removing all trash/recycling to the appropriate receptacles (outside back door by bathrooms). Take out all that you bring in. Make sure the kitchen is as clean as you found it. Clean all spills immediately. Cleaning supplies are in the closet by the rest rooms. Check bathrooms also.
6. There is an **AED** near the front door, which may be used by any CPR-AED certified person.
7. Please note the locations of **fire extinguishers and exits** in the building. In case of fire, evacuate! Fire Department will turn off the alarm. Do not block exits!

8. Do not plug 2 coffee pots in to the same circuit or it will blow the fuse.
9. The heat/AC controls are pre-programmed. DO NOT TOUCH. If your group needs different temperatures, call the office.
10. Renters must ensure upon leaving that all doors are fully **locked** (push hard) and that lights are turned off and that keys are returned promptly.
11. There is no custodian on-site during most after-hours use. Any emergency should be reported to the police desk (924-4141) so they can report it to Public Works.
12. **Noise** is a serious concern, due to close proximity to residential neighbors. An application for a noise permit should be obtained from the Princeton Administrator's office prior to the event (allow 2 weeks) for any event that generates noise audible outside the building after 9 pm. Complaints may result in termination of permit.
13. All activities must end by **11:00 pm**. Clean-up may continue until 12M.
14. All activities involving youth must have an adequate number of adult chaperones who meet with PSRC staff and sign all forms. Additional police and Administration approval may be required. All municipal, state and federal laws apply.
15. Consumption of alcoholic beverages containing more than 12% alcohol is not permitted. Alcohol permits must be obtained for public events. Smoking is prohibited both inside and outside the building, including the plaza area.
16. Use of the building is restricted to the areas defined in the agreement.
17. No decorations may be affixed to walls or sound baffles in any way. Hooks may be used on the picture rail. If you tape something to the windows, make sure the tape is completely removed. Be sure to remove all when you go.
18. No pyrotechnics, open flames, candles, smoke or other flammables are allowed.
19. If any damage occurs, please leave a message at 924-7108. Failure to respect the facility or to fulfill the points above will result in the forfeit of deposit and denial of future use. If there are any problems resulting from use that require extra custodial, repair or maintenance time, a charge will be assessed to the renter/user. It is therefore requested that dance groups use soft-soled shoes.
20. Princeton and The Princeton Senior Resource Center shall not be held liable for injuries to persons occurring as a result of building use. An **insurance certificate** will be requested for this purpose.
21. Fees for use are delineated below and on the rental agreement.
22. PSRC and Princeton reserve the right to cancel any reservation if the facility is required for PSRC or municipal use. In such an event, all fees will be returned to the applicant.

23. Cancellations: Cancellations received at least 72 hours prior to an event will receive a credit less a \$25 processing fee. Weather-related or cancellations by us will not be charged. Please let us know as soon as possible if you are cancelling, so other groups can rent.

24. All long-term contracts will be reviewed on a quarterly basis. No one may use the space without a signed rental agreement.

III. Definitions

1. Certificate of Insurance: an Insurance certificate for a minimum of \$1,000,000 liability coverage naming Princeton and the Princeton Senior Resource Center as additionally insured, to indemnify and hold harmless these bodies against any liability or loss occurring as a result of building use. A Certificate of Insurance is required for any group doing a physical activity (such as dancing or exercise) or involving a large group.

2. Not for Profit community based organization: an organization based in Princeton, with membership at least 60% Princeton residents. Evidence of federal 501c3 not-for-profit status and membership will be provided upon request.

3. Organizations may not discriminate against people on the basis of race, color, creed, age, religion, gender, marital status, disability, sexual orientation, national origin, ethnicity, financial status, or veteran status. Membership must be open to new members.

4. Senior groups are those who provide services or programs for seniors in the Princeton area. At least 80% of the membership/participants must be over age 55.

IV. Fees –

1. Use by a senior organization: no fee, contract required.
2. Use by municipal government/department: no fee, contract required.
3. Use by outside group:

For up to 4 hours (1.1.17):

Large activity room (63'x43')	\$100 weekday; \$125 Sat/Sun.
Lounge/conference room (Room 1 & 2)(17'x36')	\$85
Classrooms 3 or 5 (14'x17'/18'x19')	35
Kitchen	35
Every additional hour - per room	35
Damage deposit	500

Any questions about these Rules and Conditions please contact the rental coordinator, Breana Newton – bnewton@princetonsenior.org

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