

# **Lymes' Senior Center**

## **Facility Usage Requirements and Contract**

### **Sections:**

- **Welcome from the Board of Directors**
- **Rental Fees, Deposits, Consumables & Evacuations**
- **Closing Checklist**

**Welcome from the Lymes' Senior Center Board of  
Directors**

**Welcome to the Lymes' Senior Center facility, and we wish you an enjoyable event!**

**The following pages will define our operational standards and requirements to ensure that you have a safe event, provide you with proper usage criteria and outline our fees.**

**The Director of the center, or a Designee, will review this document prior to a contract signature/party use. When you visit us to discuss arrangements, please allow time for a walking tour of the building and grounds. We are happy to answer any questions you may have.**

**Enjoy!**

**Stephanie Lyon-Gould, Center Director**

**Jeri Baker, Chairperson of the Board of Directors**

## **Rental Fees for Use of the Lymes' Senior Center\***

- 1. General Rental of the facility.....150.00**
  - a. 125 seat dining area**
  - b. Entry area with library, sitting areas, lavatories**
  - c. Coat room**
  - d. Kitchen (without the use of the stove)**
  - e. Freezer & refrigerator (requires prior approval)**
  - f. Use of additional tables/chairs with prior approval**
  - g. (Folding chairs with rubber feet only)**
  - h. Designated parking & lawn areas, porch**
- 2. Rental fee For Profit Organizations.....200.00**
- 3. Rental fee for members(50%).....75.00**
- 4. Use of gas stove..... 50.00**
- 5. If gas stove pilot light is shut off.....65.00**
  - a. (Service tech to relight stove required)**
- 6. Security Deposit.....100.00**
- 7. Locking and alarming facility.....50.00**
- 8. Lost key(s).....300.00**
- 9. Replacement of consumables.....25.00**
- 10.Cleaning Service post event .....125.00**
  - a. (Dependent upon private or service cleaning)**

## **Restrictions for use of the Lymes' Senior Center**

- 1. Center consumables are NOT included in the rental and are the sole responsibility of the party who rents. These items included, but are not limited to: table cloths & paper/plastic coverings, cleaning wipes, utensils, plates, bowls, cups, glasses, serving trays, pots & pans, trash bags, foil, plastic wrap, disposable beverage cups, coffee, sugar, milk, cream or food items stored in the Estuary refrigerator/freezer. Post Event inspection discovery of loss of Center consumables will result in a \$25.00 fee that will be deducted from the security deposit.**
- 2. Windows should NOT be opened. Exterior doors should NOT be propped open.**

3. Use of the outside grill/fire pit, or use of a propane grill is by the Director's prior approval only.
4. All alcohol must be listed on the insurance policy.
5. NO red wine on site in order to prevent stains. Please do not attempt to clean a spill that could stain. ANY spills that could stain must be reported to the Director for appropriate cleaning.
6. No decorations that adhere to surfaces and/or are flammable will be used.
7. Liability and responsibility for injury, loss of property or damage to the facility are addressed in the Facility Usage Request Form for the Town of Old Lyme.
8. Deposits may be refunded after post inspection of the facility.
9. Use/Access of any electronic equipment by prior approval only.

### **Emergency Evacuations**

In the event of a fire or smoke emergency, please exit the Center, walk to the Recreation Complex Field directly opposite the main entrance. CALL 911.

If there is a situation where you detect or think there may be gas fumes or a gas leak, exit the building as stated above. DO NOT use any phones in the building or near the entrance, touch light switches, slam doors or attempt to start & move vehicles. Keep the parking area access free for emergency vehicles. CALL 911 FROM THE RECREATION COMPLEX FIELD.

## Closing Checklist

1. Return chairs/tables to the storage closet \_\_\_\_\_
2. Garbage bags put in the outside blue bins \_\_\_\_\_
3. Recycling materials put in outside green bins \_\_\_\_\_
4. All left over foods removed from the facility \_\_\_\_\_
5. All decorations removed from the facility \_\_\_\_\_
6. Remove all personal items \_\_\_\_\_
7. All pieces of furniture returned to original locations \_\_\_\_\_
8. Vacuum the floors & wash them if necessary \_\_\_\_\_
9. All food contact areas in the kitchen sanitized \_\_\_\_\_
10. Dining tables sanitized \_\_\_\_\_
11. Refrigerator/Freezer doors shut tight \_\_\_\_\_
12. **All appliances used /cleaned and unplugged** \_\_\_\_\_
13. Toilets & sinks not running \_\_\_\_\_
14. All exterior doors are closed tight & locked \_\_\_\_\_
15. Lights are off **/electronics unplugged or reset** \_\_\_\_\_
16. All persons are out of the facility & off campus \_\_\_\_\_
17. Lock the front door & set the alarm \_\_\_\_\_
18. Key returned to the outside black lock box \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Post inspection**

**report:** \_\_\_\_\_

**Center designee signature:** \_\_\_\_\_