



Town of Sudbury

Fairbank Community Center – Multi-Purpose Room Use Policy and Procedures

Purpose

The Fairbank Community Center (“Community Center” or “Facility”) is a multi-purpose space designed to serve as a meeting space, community recreational building, Senior Center, administration offices and special event center. This policy governs the use of the Multi-Purpose Room (East Side, West Side, or Full Room) within the Fairbank Community Center only. The room is a public facility intended to support community programs, meetings, and events that benefit Sudbury residents. These procedures ensure safe, orderly, and equitable use of this municipal asset.

Management

The Town Manager or their designee shall be responsible for the oversight and management of the Community Center. The Combined Facilities Director shall manage facility operations and rentals. The Senior Center Director and the Park and Recreation Director shall manage the daily operations of the Senior Center and Recreation wings of the Fairbank Community Center respectively. **In the event of a scheduling conflict, the Combined Facilities Director shall coordinate with affected departments to determine priority based on this policy.**

Priority of Use:

1. Town and Public Emergencies
2. Town of Sudbury Recreation and Senior Center Activities and Programming
3. Town Departments
4. Other Town Boards, Committees, Commissions or official meetings or programs
5. Private Groups, Organizations and Events

Reservations are first-come, first-served within this priority structure. Municipal needs take precedence, and previously approved users may be asked to reschedule if the room is required for a Town function.

All events which are to be open to the public shall not restrict members of the public from attending, nor shall private events limit or condition admission based on any constitutionally or statutorily prohibited basis.

The Facility may not be used for any form of political activity, including but not limited to fundraising, in accordance with General Laws Chapter 55. No group may consider the Facility its

permanent meeting place or use the Facility as its mailing address. Recurring meetings of any organization or entity (daily, weekly, monthly) will not be permitted.

No reservations may be made more than 90 days before the event and there are no automatic renewals. The Town shall not exclude any individual or group from using the Facility due to race, color, national origin, religion, age, gender, sexual orientation, disability, veteran status, or any other characteristic protected under local, state, or federal law.

General Regulations

1. Non-Town Department rentals at the Fairbank Community Center shall only be permitted Thursday through Sunday, during the following hours, unless otherwise approved in writing by the Combined Facilities Director:
 - a. Thursday and Friday: 4:00 p.m. to 9:00 p.m.
 - b. Saturday and Sunday: 9:00 a.m. to 9:00 p.m.
2. Reservation requests must be submitted at least three (3) weeks in advance.
3. A reservation is not confirmed until the application is approved and the Applicant agrees to the rental agreement, and terms and conditions of such use set forth on the Town of Sudbury website.
4. The Combined Facilities Director or their designee may approve or deny requests; denials may be appealed to the Town Manager.
5. The Town reserves the right to cancel or deny any application at any time for operational, safety, or legal reasons including, but not limited to, failure to comply with the terms contained herein and/or in the Rental Application, or the request of an entity with a higher priority of use for use of the Facility at the same time.
6. Users may not sub-license or otherwise grant any other person, group or entity their authorization to use the room.
7. Applicants must provide adequate adult supervision during their events and report injuries or accidents in writing to the Combined Facilities Director within 48 hours.
8. All users must comply with applicable laws, bylaws, and Town policies.
9. Publicity does not imply Town endorsement unless such endorsement is expressly approved in advance. A private group's use of the Facility does not imply endorsement of the group's policies, opinions, beliefs, or programs by the Town of Sudbury. Unless otherwise agreed upon in writing by the Town, publicity for private events must clearly state: "This is not a Town-sponsored or endorsed event."
10. Food and beverages are permitted only in designated areas and must comply with Board of Health requirements when applicable. The kitchen is not available for use during events. The Multi-Purpose Room is a carry-in carry-out space.
11. Users are responsible for all setup and cleanup unless otherwise arranged; failure to restore the room to its original condition may result in additional charges and/or loss of deposit.
12. Events may not disrupt adjacent Recreation or Senior Center programming; sound levels may be restricted at the discretion of staff.
13. All events require a minimum reservation of two (2) consecutive hours.

Available Spaces

Multi-Purpose Room								
East Side			West Side			Full Room		
Width	Length	Seating Capacity	Width	Length	Seating Capacity	Width	Length	Seating Capacity
22 ft.	25 ft.	80	22 ft.	25 ft.	80	44 ft.	25 ft.	161

Application Process

In an effort to make the best use of available space for public meetings and to avoid scheduling conflicts, applicants are required to submit an application through the online rental portal. The Combined Facilities Director or their designee shall work with the Senior Center Director and Recreation Director to approve the request. Once all requisite approvals have been received, the applicant and Combined Facilities Director or their designee will fully execute the Facility Use Agreement. The Town may deny or withdraw permission to use the Facility to any group, organization or event that fails to comply with the terms and conditions contained herein and/or the terms and conditions of the Rental Application, or if a group with priority requests or has requested use of the Facility during the same time.

Authorized and Prohibited Activities

The Town may impose conditions or require additional insurance or departmental approvals depending on the nature of the event.

Prohibited unless authorized in writing by the Town:

- Entry before opening hours or after closing hours
- Selling goods or services, or soliciting gifts, payments, or donations
- Posting commercial signs or advertisements
- Installing structures or equipment
- Sound amplification devices
- Vehicles or equipment intended for use inside the facility
- Confetti, glitter, rice, bubbles, and similar items

Strictly prohibited:

- Open flames, candles, or fireworks
- Bringing in animals (service animals excluded)
- Camping or overnight parking
- Attaching items to the walls or ceilings
- Removing tables and chairs from the facility
- Fog machines
- Any activity that may damage floors, walls, fixtures or equipment
- Inflatables or Bouncy Houses
- Smoking, vaping, and/or illegal drug use

The Town, in its sole discretion, reserves the right to immediately terminate any event if any of the above-referenced prohibited activities are performed or undertaken during said event, in which case the Applicant shall not be refunded for any fees paid.

Event Operations

- **Alcohol:** The sale and/or consumption of alcohol requires a One-Day Liquor License issued by the Select Board and compliance with all ABCC regulations, and may require licensed bartenders and/or police details, as determined by the Town.
- **Smoking/Vaping/Drugs:** Prohibited anywhere in the facility or on the grounds.

Insurance and Indemnification

Insurance is required for all users other than Town of Sudbury Committees, Town Departments, Federal, State and Town Government officials as follows: general liability insurance with minimum limits of \$1,000,000 per occurrence. All policies shall be so written so that the Town of Sudbury is listed as an additional insured. The Town of Sudbury holds the right to waive the requirement under certain limited circumstances where insurance requirements pose a cognizable financial hardship and requests must be in writing. The Applicant shall provide the Town with a copy of said Certificate of Insurance no less than 48 hours prior to Applicant's event.

Fees and Cancellations

A. Fees

- a. The Town Fee Schedule shall apply to all users. Different rates may apply to different users, but all rates shall be customary and reasonable. A minimum rental period of two (2) hours is required for all reservations.
- b. Fee(s) collected at the time of reservation shall include a security deposit, 50% of the event rental cost(s), and any additional fee for use of town equipment as outlined in the fee schedule below. All remaining balances shall be paid in full fourteen (14) days prior to the event.
- c. The Town may require the applicant to pay additional costs as needed for the event, including, but not limited to, additional staff, custodial and a maintenance service charge, police details and health permits. It shall be the responsibility of the applicant to arrange all requisite permits and details.
- d. The security deposit may be retained in whole or in part for damage, failure to adequately clean up after the event, or policy violations.
- e. Cancellations:
 - i. 15+ calendar days' notice – the applicant is entitled to a 100% refund.
 - ii. 4 – 14 calendar days' notice – the applicant is entitled to a 50% refund on all upfront costs.
 - iii. 0 – 3 calendar days' notice – No refund will be issued.
 - iv. If the Town closes the Facility due to inclement weather, the event will be cancelled. It is the applicant's responsibility to contact the Combined Facilities Director to reschedule the event. If the event cannot be rescheduled, the applicant is entitled to a 100% refund.

- f. The Combined Facilities Director may withdraw their approval by giving the applicant notice forty-eight (48) hours in advance of the scheduled event or gathering. In such an event, the user shall be entitled to full reimbursement of any fees paid.

Fee Schedule

Fairbank Community Center Multipurpose Room

	East or West Side	Full Room
Tier 1: Town of Sudbury Boards, Departments, Committees, Commissions or Officials and Town Sponsored Events	\$0	\$0
Tier 2: Town of Sudbury events of educational, recreational social, civic, or philanthropic purposes by Sudbury-based non-profit organizations and Sudbury residents	\$125/hour	\$250/hour
Tier 3: Events of educational, recreational ,social, civic, or philanthropic purposes by non-Sudbury-based non-profit organizations and non-Sudbury Residents.	\$150/hour	\$300/hour
Tier 4: All other private events.	\$175/hour	\$350/hour

Minimum Rental: All hourly rates listed above are subject to a two (2) hour minimum rental requirement.

Fairbank Community Center Equipment Costs:

The Multi-Purpose Room is equipped with integrated audiovisual capabilities designed to support presentations, meetings, and events. The room includes a built-in sound system with microphone capability, large-format display screens and projection functionality, and cable television access. When the movable partition wall is open, audio and visual content can be distributed throughout the full room. When the partition wall is closed, audiovisual functionality may be limited to the section being reserved. **Use of audiovisual equipment is subject to a fee of \$75.**

Technology specifications, configurations, and compatibility may change as equipment is upgraded or replaced. Applicants are strongly encouraged to contact the Information Technology Department in advance of their event to confirm available equipment, connectivity options, and technical requirements.

While the Information Technology Department may provide assistance with equipment setup in advance of an event, the Town cannot guarantee on-site technical support during events. Applicants are responsible for ensuring their presentations, devices, and materials are compatible with the available equipment.

This Use Policy and Procedures may be amended from time to time by the Town Manager in the same manner in which it was adopted.