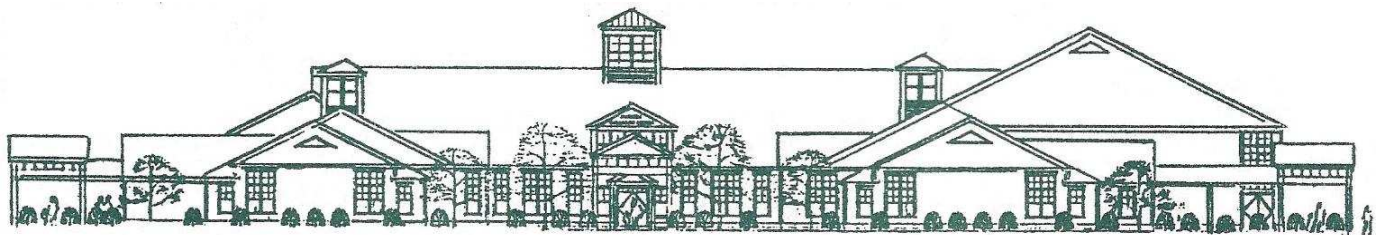


H A R W I C H

Community

C E N T E R



# BUILDING INFORMATION

100 Oak Street ■ Harwich, MA 02645 ■ (508) 430-7568

<http://www.HarwichCommunityCenter.org>

## WELCOME!

The Harwich Community Center is a 32,000 square foot facility which opened in 2000. The mission of the Harwich Community Center is to provide facilities for the residents (permanent residents and nonresident taxpayers) of Harwich to engage in recreational, social, educational, cultural, community service, civic, and governmental activities. The Center provides opportunities for persons of all ages to participate in a wide range of programs that educate and stimulate the public, enhance self-confidence, and promote mental and physical health.

## FACILITY INFORMATION

### HOURS OF OPERATION

The building is open **Monday through Friday 6:00 AM – 10:00 PM, and Saturday 9:00 AM – 5:00 PM**. Offices and facilities throughout the building are open at various times throughout the day, with Community Center administration staff members on duty Monday through Friday from 8:30 AM – 8:00 PM.

### PARKING

The Community Center's parking lot has a total of **160 parking spaces**, including **6 disability parking spaces**. They are located as follows:

- Front of building lot: 20 spaces
- Council on Aging side lot: 64 spaces (3 disability)
- Recreation side lot: 76 spaces (3 disability)

Further disability parking spaces may be designated for special events.

## RESERVING SPACE

In order to reserve a space in the Community Center, one must fill out and submit an **Application for Room Use**, available at the Front Desk or online at [www.HarwichCommunityCenter.org](http://www.HarwichCommunityCenter.org) . When reserving space for multiple dates, one application must be filled out for each month of use. Space will not be reserved until applications and Room Use Fees are received. All reservations are on a first-come, first-serve basis. Applications from groups who have never before reserved space in the Center are subject to review by the Community Center Director. In some cases, listing the Town of Harwich as "additionally insured" on your insurance policy may be necessary.

## ROOM USE FEES

- All reservations are made based on availability of building space.
- Room fees shall be paid by all groups other than Harwich town employees.
- Additional set-up fees may be required.
- All checks shall be made payable to the Town of Harwich.
- Fees are non-refundable, and are made to the Town of Harwich to cover expenses related to heating, air conditioning, electricity, cleaning, and the set-up/break down of space.
- For any renters providing services to clients, both for-profit and non-profit, the following documentation must be provided prior to the beginning of the rental:
  1. A business license or professional license as applicable.
  2. A certificate of insurance naming the Town of Harwich as also insured for \$1,000,000.
  3. A completed CORI Check.

### ACTIVITY ROOMS

Single use:  
\$35.00

Yearly Fee:  
\$150.00 – Limit 104 uses \*

### MULTI-PURPOSE ROOM

Single use:  
\$50.00

Yearly Fee:  
\$250.00 – Limit 104 uses \*

### GYMNASIUM

Single use:  
\$100.00

Yearly Fee:  
\$400.00 – Limit 104 uses \*

### KITCHEN

Single use:  
\$50.00 + \$50.00 deposit  
(Deposit returned upon proper clean-up of kitchen facilities)

\* Groups who wish to reserve building space on more than 104 occasions must seek approval by Community Center Director and may incur additional costs.

## ROOM SET-UPS

The Community Center staff strives to facilitate a smooth set-up and breakdown of building spaces by having tables, chairs, and other equipment in place before your arrival. To help us reach this goal, we ask that each group inform us of their room set-up needs either at the time of their room reservation, or as early as possible in advance of their meeting. The best way to do so is by filling out a **Function Room Work Order** sheet, on which one can draw a diagram of the desired set-up and inform our staff of special equipment needed.

Read on for more information on available equipment, and examples of a variety of room set-ups.

### EQUIPMENT & TECHNOLOGY NEEDS

The Community Center is equipped with **free wireless internet**, accessible throughout the building and in areas of the courtyard.

The Community Center owns the following equipment which may be used by the groups and organizations who meet in the building. If your group would like to make use of this equipment, please notify Community Center staff at the time of your room reservation, or as early as possible in advance of your meeting. Equipment is loaned on a first-come, first-serve basis.

- Television with DVD Player/VCR
- Easel (*Groups must provide their own chart paper*)
- White Board Easel (*Note: Activity Rooms 2-5 are equipped with whiteboards*)
- Two (2) Podiums with Microphones
- Portable PA System with Microphone
- Portable Screen for Projections
- Digital Projector (*Rental fee of \$25.00, plus \$50.00 deposit*)
- Two (2) Coffee Pots  
(*55-cup capacity; Groups must provide their own coffee and supplies*)

All equipment must be returned in the same condition in which it was loaned. Groups are strictly prohibited from removing equipment from the building.

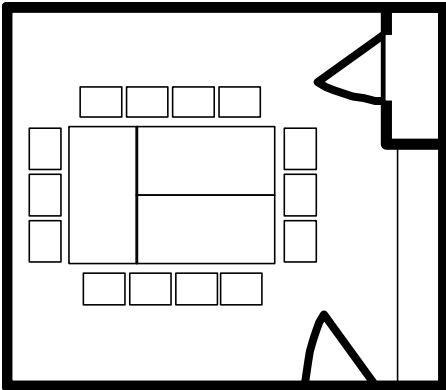
## ACTIVITY ROOM 1

Activity Room 1 is the smallest of the building's five activity rooms, measuring 16 ½ ft by 19 ft, with approximately 272 square feet of usable floor space. Activity Room 1 hosts smaller groups for board meetings, training sessions, language classes, and much more. It is located within the Council on Aging, and overlooks the courtyard.

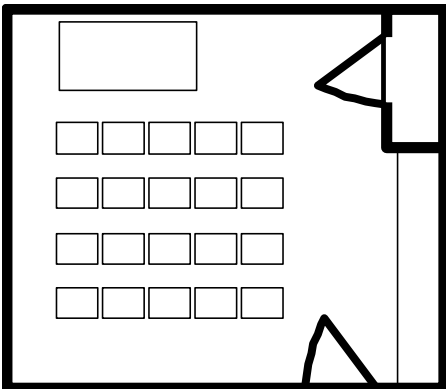
Seated auditorium-style, Room 1 can accommodate a maximum of 20 people. If tables are needed, Room 1 will fit approximately 15 people. This room is generally used by groups of 12 or less.

### SET-UP EXAMPLES

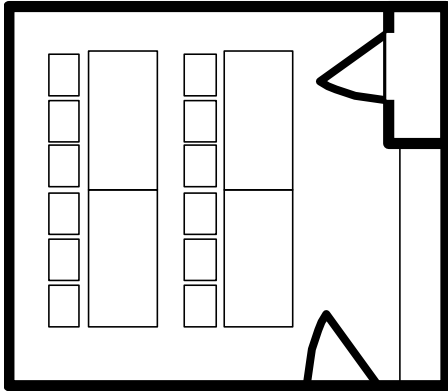
Seating for 14 people, with 3 tables:



Seating for 20 people, with 1 table:



Seating for 12 people, with 4 tables:



## ACTIVITY ROOMS 2, 3, 4 & 5

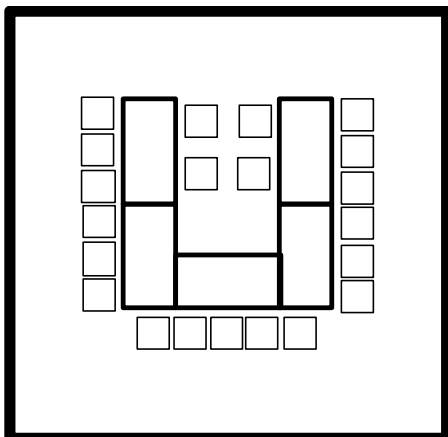
Activity Rooms 2,3,4 and 5 host a myriad of fitness classes, business networking groups, neighborhood associations, handcraft circles, and meetings of community organizations. From June through September, Activity Room 3 is reserved for the sale of Beach and Transfer Station Stickers.

Seated auditorium-style, Rooms 2 through 5 can accommodate around 40 people each. If tables are needed, they will fit between 15 and 30 people each (dependent upon desired set-up). Groups of 25 or less will fit most comfortably in these activity rooms. Please see below for individual room dimensions.

Room	Dimensions	Usable Floor Space
2	23 ft x 31 ½ ft	667sq. ft.
3	24 ½ ft x 25 ft	650 sq. ft.
4	25 ft x 29 ½ ft	675 sq. ft.
5	28 ft x 25 ft	672 sq. ft.

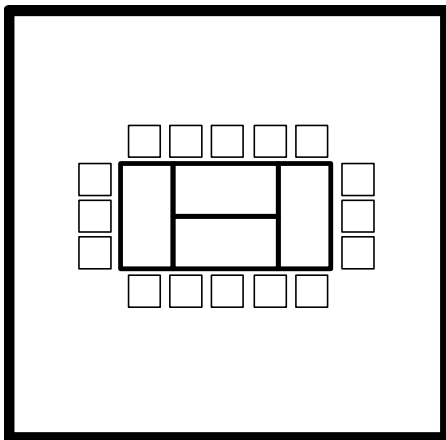
## SET-UP EXAMPLES

Seating for 21, with 5 tables:

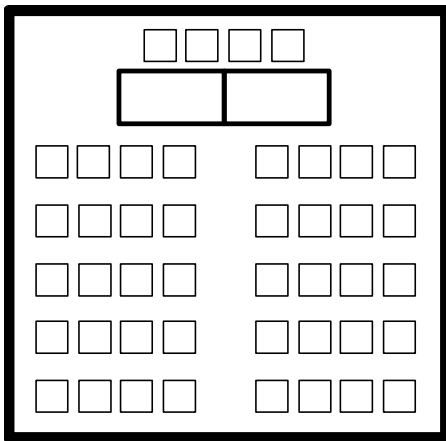




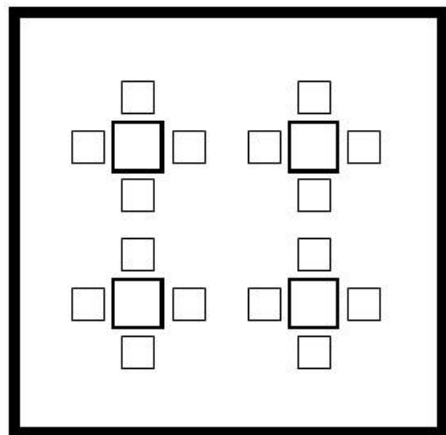
Seating for 16, with 4 tables:



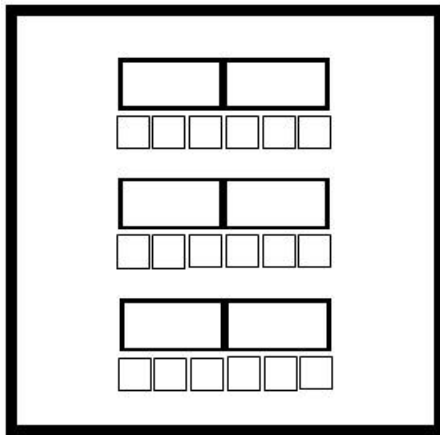
Seating for 44, with 2 tables:



Seating for 16, with 4 card tables:



Seating for 18, with 6 tables:



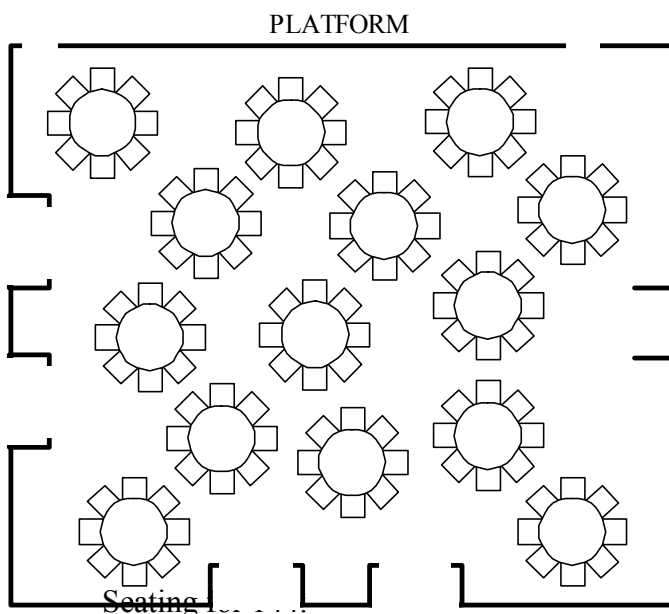
## MULTI-PURPOSE ROOM

The Multi-Purpose Room is used for congregate dining, community luncheons and banquets, Town Band performances, exercise classes, blood drives, flu clinics, Town Meeting voter registration, and countless other activities.

The Multi-Purpose Room measures 42 feet by 50 feet, with approximately 2,011 square feet of usable floor space. The space can accommodate up to 14 round tables (5 foot diameter) with 8 chairs per table, for a total of 112 seats. If individuals with mobility issues will be in attendance, round tables should instead be seated with 7 chairs per table, for a total of 98 seats. Alternatively, the room can accommodate classroom-style seating with tables for 54 individuals, or auditorium-style seating (chairs only) for approximately 150.

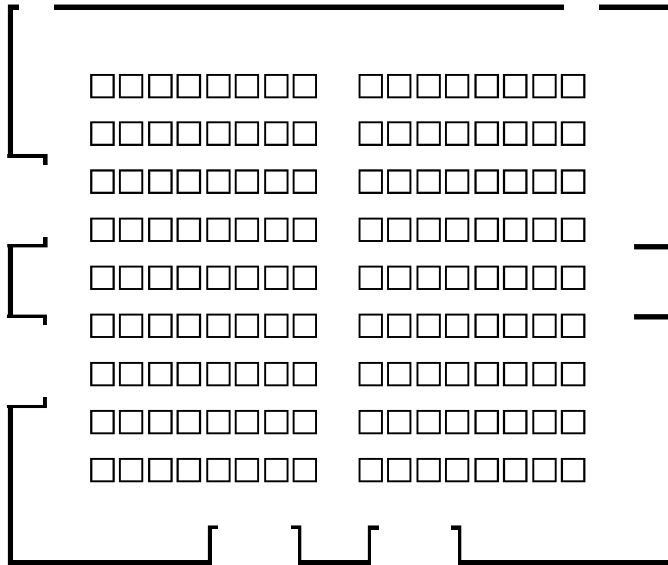
### SET-UP EXAMPLES

Seating for 112, with 14 round tables:



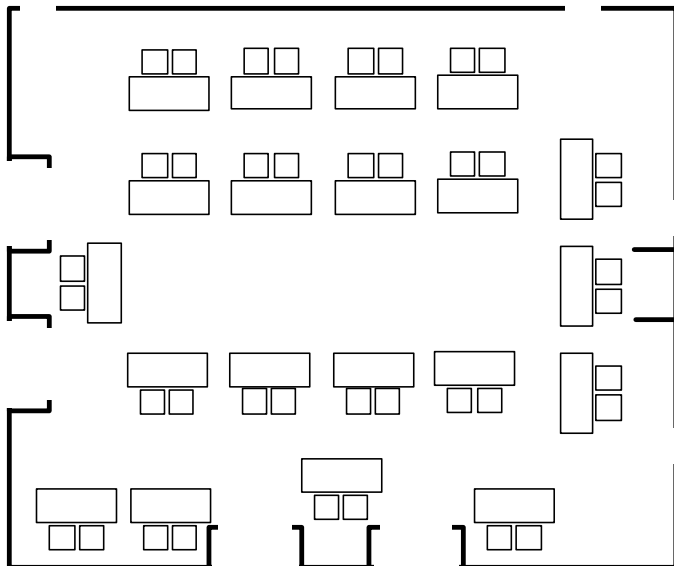


## PLATFORM



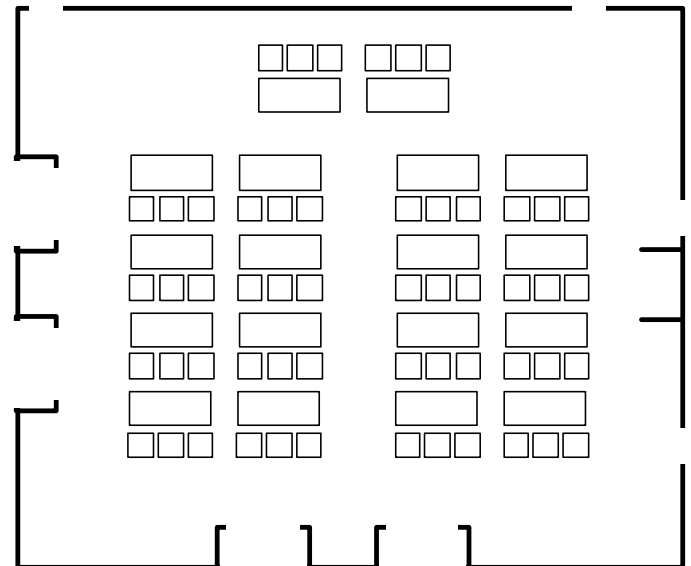
Seating for 32, with 16 tables:

## PLATFORM



Seating for 54, with 18 tables:

## PLATFORM



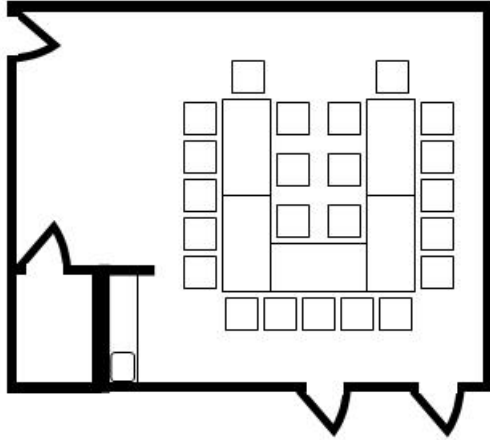
## CHILDCARE ROOM

The Childcare Room is utilized by children and families attending morning playgroups, and is the home to the Town Nurse's weekly Wellness Clinic. When not in use for these purposes, the Childcare Room is used much like other activity rooms to host group meetings and exercise classes.

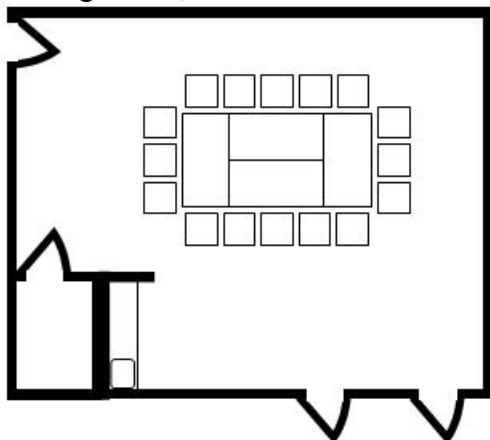
The Childcare Room measures 30 ½ feet by 24 ½ feet, with roughly 683 square feet of usable floor space. The room has access to a private, handicapped accessible restroom with changing table.

### SET-UP EXAMPLES

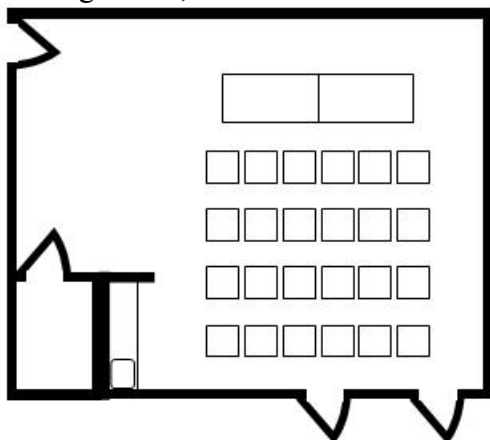
Seating for 23, with 5 tables:



Seating for 16, with 5 tables:



Seating for 24, with 2 tables:



## GYMNASIUM



The Gymnasium is used for exercise classes, recreational events, after-school programs, elections, Town Meetings and special events for the Town of Harwich. It is the most utilized room in the Community Center.

The Gymnasium measures 77 feet by 99 feet, with approximately 7,623 square feet of floor space. The space can be divided into two half-court sections using a retractable curtain.

Women's and men's locker rooms are accessible from the gymnasium by a small hallway which also houses two water fountains. Hosting four sets of bleachers, the gymnasium can seat between 400 and 500 adults, or approximately 600 children. Rows of folding chairs are added to seat larger groups for special events, such as Town Meeting.

## CONFERENCE ROOMS 1 & 2



The building's two Conference Rooms are typically used for activities such as tax preparation assistance, blood pressure screenings, and meetings with the Council on Aging's health information representatives. The Conference Rooms each measure 11 feet by 12 feet (132 square feet) and are best suited for groups of 6 people or less.