



March 1<sup>st</sup>, 2024

Dear Harwich Community Center Groups and Organizations,

As we turn the page to a new season, many people are looking forward to spring and all the beauty it brings. Here at the Community Center, we are looking forward to a whole new year of groups and organizations meeting within the building. July 1, 2024 marks the beginning of Fiscal Year 24-25, and the Harwich Community Center is excited to begin scheduling room usage for the months of July 2024 through to June 2025.

Please note that for the upcoming fiscal year (July 1<sup>st</sup>, 2024 – June 30<sup>th</sup>, 2025) there will be no changes to the pricing or format that has been used to reserve space within the building. With that in mind, we are going to begin accepting applications for room usage for the full year period. Please utilize the application for facility use (found at [www.harwich-ma.gov/Community-Center](http://www.harwich-ma.gov/Community-Center) ), OR you can pick up a copy at the front desk. Please remember that space will only be reserved for groups submitting complete application packets. That packet should include the application, payment to the Town of Harwich for the full amount, a current *Certificate of Insurance* (if applicable) naming the Town of Harwich as insured for \$1,000,000.

### **Non-Profit Room Rates**

#### **Activity Rooms**

Single Use: \$45.00

Yearly (104 Uses): \$190.00

#### **Multipurpose Room**

Single Use: \$80.00

Yearly (104 Uses): \$300.00

#### **Gymnasium**

Single Use: \$150.00

Yearly (104 Uses): \$500.00

#### **Important to note for all space reservations:**

“Use” is defined as occupancy of space by an organization for a time period of up to 3 hours (including a group’s required set-up and breakdown time).

Additional “use” units are counted as time that exceeds the original 3 hours. Additional units will be counted in “whole” numbers; rounded up to the nearest whole full 3 hours of usage.

In preparation for the upcoming application process, these are a few things to keep in mind. The Community Center is focused on *Service to the Community* in the manner that best matches the space available to users, therefore creating the greatest good to all. To achieve that, room assignments are subject to change, sometimes immediately prior to the start of a reservation. Consequently, it is important that the rooms within the building remain clear of groups and personal belongings in order to accommodate future reservations within the space.

Keep in mind that unoccupied rooms are not necessarily free and cannot be used without prior reservations. Applications for spaces should be accurate with the specifics of the reason for the usage, and the duration of the event as it applies to both time and dates. Room use includes a group's requested set-up and breakdown time, so careful planning is required by the group. Groups will not be allowed early access to, or late departure from the reserved spaces as that affects other organizations and the custodial staff.

Changes to, and/or cancellation, of previously confirmed events must be in writing. This minimizes errors and miscommunication. The ultimate determination of room usage rests with the Director of the building, and staff are not authorized to contradict these assignments. There are often factors other than what are immediately visible to the rationale of why certain gatherings have been assigned to specific locations. Also, it is unfortunate to turn groups away due to planned occupancy that does not come to fruition. Therefore a \$50 no-show fee will be invoiced to any club or organization that does not show up for a scheduled reservation and does not call to cancel the event in advance.

Lastly, please list ONE member of the group as the point of contact on your applications. This person will receive email updates from the Community Center, and will be the one person who can request space reservations and/or make changes to reservations. Fully completed application packets will move forward in the scheduling process, and the group's contact person will receive email confirmation of the completed process. It is imperative to remember that no group is guaranteed a specific room assignment since the Community Center must respond to space requests with the best intentions in mind, serving as many groups and organizations as possible.

As always, I am available for questions or to assist you in the reservation process. I can be reached at 508-430-7568, or at [CCarey@harwich-ma.gov](mailto:CCarey@harwich-ma.gov) with any questions.

I look forward to working with you and your organization. Thank you for choosing the Harwich Community Center.

Regards,

Carolyn Carey

*Director, Harwich Community Center*

**HARWICH COMMUNITY CENTER**  
FISCAL YEAR 2024-2025

Jul-24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug-24						
S	M	T	W	T	F	S
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25	26	27	28	29	30	31

Sep-24						
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29	30					

Oct-24						
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27	28	29	30	31		

Nov-24						
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Dec-24						
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22	23	24	25	26	27	28
29	30	31				

Jan-25						
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26	27	28	29	30	31	


Feb-25						
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23	24	25	26	27	28	

Mar-25						
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23	24	25	26	27	28	29
30	31					


Apr-25						
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20	21	22	23	24	25	26
27	28	29	30			

May-25						
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Jun-25						
S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30					

-  **BUILDING CLOSED**  
 July 4, 2024 - Independence Day  
 September 2, 2024 - Labor Day  
 October 14, 2024 - Indigenous Peoples Day  
 November 11, 2024 - Veterans Day  
 November 28, 2024 - Thanksgiving  
 November 29, 2024 - Thanksgiving Holiday  
 December 25, 2024 - Christmas Day  
 January 1, 2025 - New Year's Day  
 January 20, 2025 - Martin Luther King Jr. Day  
 February 17, 2025 - Presidents Day  
 April 21, 2025 - Patriots Day  
 May 26, 2025 - Memorial Day  
 June 19, 2025 - Juneteenth

\* The Community Center will be closed on the days listed here (shaded above in gray.)  
 If further closures occur (due to flu clinics, town events, etc.) all groups with activities scheduled on those dates will be contacted.  
 Please stay tuned to postings in the building & [www.harwich-ma.gov/community-center](http://www.harwich-ma.gov/community-center) for more information.

-  **SPECIAL EVENTS**  
 October 31, 2024 - Halloween Event  
 May 5, 6 & 7, 2025 - Town Meeting  
 May 20, 2025 - Town Election  
 \*\*Dates are subject to change\*\*

## HARWICH COMMUNITY CENTER

### Application for Use of Facility

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

App. Rec'd ____/____/____	Booked by _____ date _____
Fee amount \$ _____	M.C.C. by _____ date _____
Date paid _____ ch. # _____	confirm. by _____ date _____
Web request: yes no	Web complete date _____

Application also available on line at <https://www.harwich-ma.gov/community-center> use "Reserve a Room" drop down

1. Date(s) & Day of Week \_\_\_\_\_ (SEE BACK FOR ADDITIONAL DATES)
2. Time of Event From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  
Preparation /Clean-up time From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm
3. Organization \_\_\_\_\_
4. Contact Person (for reservations) \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing address \_\_\_\_\_  
Email address \_\_\_\_\_
5. Dept. Employee (if Town Program) onsite **and** responsible at time of event \_\_\_\_\_
6. Purpose of Use \_\_\_\_\_
7. Community Served \_\_\_\_\_ 7. Approximate number to attend \_\_\_\_\_
8. Is this group (circle one) **PRIVATE** or **OPEN to everyone that wants to participate?**  
**Below Circle all that apply**
9. Space Requested: Activity Room Multi-Purpose Room Gym Kitchen
10. Equipment Requested: Mic/Podium Portable projector Pull down projector screen Easel  
Hearing Assistance Equip white Brd.(on wall of rm 2-5 & Center rm) Portable PA
11. Room set up \_\_\_\_\_ (please refer to set up book for choices or draw custom set up on Custom Set Up Sheet)
12. Does this organization carry liability insurance? Yes No  
If yes, please attach Certificate of Insurance & indicate amount \$ \_\_\_\_\_
13. Does this Organization grant permission for the Harwich Community Center to put this event on the online calendar? Yes No (IF YES SEE BACK FOR FURTHER INFO)
14. Agreement: I (we) have read the **ROOM USE FEES** page available at the front desk of the building or online at <https://www.harwich-ma.gov/community-center>. I (we) will assume all responsibility for all fees, charges and damage claims resulting from such use of the facility. I (we) have read the rules and regulations listed on the back of this document and fully understand and will comply with the contents. I (we) accept the responsibility for proper use of the facilities and for the actions and conduct of the above group using Community Center facilities for this function/ these functions. I (we) agree to provide adequate adult supervision at all times during the use of the facility I (we) are responsible for the advertising of this event(s) and any signs outside the building must follow the sign code for the Town of Harwich. These codes may be obtained from the Harwich Building Commission.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Contact Info. is the same as above OR complete below  
Phone \_\_\_\_\_ Address \_\_\_\_\_  
Email \_\_\_\_\_

### **Additional reservation dates:**

Utilize a separate application if additional dates are at a different time of day or length of time.

## **Rules/Regulations for facility use:**

- Application submissions are reviewed by the Facility Administration to be certain that all activities are in keeping with the mission statement of the facility and meet Town requirements.
- The facility will be used only for purposes outline on this application.
- Prior to use Groups/Organizations must have submitted the completed application, payment, insurance certificates and any applicable licensing required.
- All food/beverage must be packaged or prepared by a professional kitchen (see information from the Health Dept.)
- No alcohol or smoking is allowed anywhere on or in Town property.
- Space used must be returned to its original condition, please *close* any window opened.
- Nothing can be mounted on or adhered to any wall or surface.
- All equipment borrowed must be returned in its original condition.
- Groups/Organizations must strictly adhere to use times outlined on the application.
- Groups/Organizations may not block emergency exits or passageways in the Facility or on Facility grounds.
- It is understood that programming for the Town of Harwich, as well as cases of an emergency, may necessitate groups/organizations to experience room assignment change and possibly cancellation.
- \$50 no-show fee is invoiced to groups failing to give advanced notice of cancellation.

## **Details for the Harwich Community Center online calendar**

*Brief description of event/class:*

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Please list the contact information that will be available to the public either online or in Community Center publications.

**Contact name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Contact email:** \_\_\_\_\_

(5/23)