

May 17<sup>th</sup>, 2023

Dear Harwich Community Center Groups and Organizations,

Now that Spring has sprung, we all know that Summer is right around the corner. Sooner than we think, the weather will become consistently warmer, the population of our towns will swell, roads will become more congested, and a new Fiscal Year will be born. July 1, 2023 marks the beginning of Fiscal Year 23 - 24 and the Harwich Community Center is excited to begin scheduling room usage for the months of July 2023 through to June 2024. As many of you know, the process for; and costs of; reserving space in the Community Center has remained unchanged since 2017. As the demand for space and usage of the building has grown, so have the costs to maintain and operate the facility. Therefore, it is necessary to revise policies and fees associated with reservation and utilization of the building. The Harwich Board of Selectmen has voted to update room use fees for Non-profit groups beginning July 1, 2023 to the following:

ACTIVITY ROOMS

Single use	\$45
Yearly (104 uses)	\$190

MULTIPURPOSE ROOM

Single use	\$80
Yearly (104 uses)	\$300

GYMNASIUM

Single use	\$150
Yearly (104 uses)	\$500

**IMPORTANT TO NOTE FOR ALL SPACE**

“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 there are a few items 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 group 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 reservation. Applications for spaces should be accurate with the specifics of the reason for usage, and the duration of the event as it applies to both time and dates. Room use **INCLUDES** a group’s required 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

space as that affects other organizations and will change the calculation of the length of use. Changes to and or cancellations 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 a specific location. 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.

Room reservation applications for FY 23-24 are now available either online or at the front desk of the Harwich Community Center. Each organization/group wishing to reserve space must fully provide the following: a Community Center Application for use of Facility form, rental fee payment (payable to the Town of Harwich), a business license or professional license as applicable, and an updated certificate of insurance naming the Town of Harwich as insured for \$1,000,000. *Please list ONE* member of the group as the point of contact on the application. This person will receive email updates from the Community Center and 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 greatest good 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 508-430-7568, with any questions.

Regards,

Caroline Carey

Director