

TOWN OF EAST GREENWICH
RULES AND REGULATIONS FOR THE SWIFT COMMUNITY CENTER

1. Swift Community Center Use Committee:

- The Swift Community Center Use Committee will control the use of the Swift Community Center. The Committee will consist of the Director of Community Services and Parks, Community Resource Manager, Town Clerk, and the Fire Marshal.
- The committee will establish the rules and regulations for the use of the Swift Community Center, with the final approval from the Town Manager.
- The committee will receive and process all applications.

2. Rentals:

- Categories will be used to determine rates: Town non-profit, resident and other. Please see section 9 regarding fees.
- Renters will have use of the gymnasium, dining room, rest rooms and coat room. All other areas of the facility; including the kitchen, closets and storage areas are not to be entered or used by renters.
- The Town has the first priority for use and has the right to pre-empt any use. All attempts to give renting organizations proper notice to vacate will be made.

3. Reservations:

- All reservations are taken on a first come, first serve basis and cannot be made more than 6 months in advance of the date. All reservations must be tentatively set with the Director of Senior and Human Services to avoid conflicts with Town programs.
- After tentatively setting the date, the applicant has 30 days from the time he/she initially reserved the date to finalize the rental by submitting the application and security deposit, otherwise forfeiting the date.
- The application, certificate of liability insurance and all fees are due 30 days prior to the reservation date, but can be submitted up to 6 months in advance of the reservation date.

4. Cancellations:

- A cancellation must be made more than one week prior to the event for the rental fee to be refunded. If a cancellation occurs less than one week prior to the event, the renting organization shall forfeit all rental fees. The security deposit will be returned.

5. Security Deposits:

- A security deposit of \$100 (one hundred dollars) is due at the time of submitting the rental application.
- The Town has the right to retain the security deposit for any damages or improper cleanup of the facility. The Director of Senior and Human Services through contact with the Town Agent will determine if the facility is damaged or not properly cleaned.
- The Swift Community Center Use Committee has the right to refuse future rentals to organizations that abuse the facility and/or its rules and regulations.

6. Alterations:

- No fixtures, furnishings or alterations to the building may be instituted without the approval of the Swift Community Center Use Committee and the Town Manager.

7. Town Agent:

- A Town Agent is required for all rentals. The fee is \$31.60 (thirty one dollars and sixty cents) per hour for a minimum of 4 hours.
- Upon arrival the Town Agent will check the facility for its condition and report any problems to the users and to the Department of Public Works.
- The Town Agent will introduce himself/herself to the renter.
- The Town Agent will assist the renter when it relates to protecting town property, running water, spills, stocking restrooms, etc.
- The Town Agent will assist the renter during set up and clean up of the facility; tables, chairs, sweeping, mopping, disposal of garbage and cleaning the restrooms.
- The Town Agent will be visible or in a designated spot throughout the rental time.
- Before leaving, the Town Agent must inspect the facility, clean the restrooms, check all windows and lights and lock the facility. Any problems will be reported to the Department of Public Works.
- The renter should report any concerns pertaining to the Town Agent to the Public Works Department.
- While our department appreciates recognition of quality service, the Town Agent is not to accept tips or gratuities of any kind.

8. Clean Up:

- Users are responsible for the disposal of their own trash. At the end of the rental, the Town Agent will remove the trash from the building.

9. Fees:

- Definition of organizations:

Town, Non-profit Organization: Charitable non-profit organization whose base of operation is within the corporate boundaries of the Town (not merely a post office address) and whose use of the facility is for a fund raising event to benefit an East Greenwich activity. Any civic, non-profit entity based in the Town, or with half its membership being residents of the Town will be considered within the Town. A non-profit 501C3 form is required. Outside organizations raising funds for an East Greenwich activity will be considered in this category if a letter from the receiving organization is submitted with the application.

Resident is defined as follows: (1) East Greenwich taxpayer found in the most current tax book or who can show a receipt for payment of the current year’s taxes. (2) A person who can provide the Town with a copy of a current valid 90 (ninety) day or more lease in East Greenwich. (3) Any person who can show current rent receipts for East Greenwich for a period of not less than 90 (ninety) days.

Other: Organizations/individuals from other communities.

- All renters will be charged a rental fee. This fee includes the use of utilities and janitorial supplies. **The prices listed below include the rental fee and a 4 hour Town Agent fee. If the rental is longer than 4 hours, a \$31.60 (thirty one dollars and sixty cents) per hour Town Agent fee will be added to the price.** An additional fee may be charged for extensive trash removal.

<u>DESIGNATIONS</u>	<u>TOWN NON-PROFIT</u>	<u>RESIDENT</u>	<u>OTHER</u>
Monday - Thursday	\$195	\$220	\$320
Friday, Saturday & Sunday	\$220	\$295	\$395
Child’s Birthday (12 & under)		\$220	\$320
Town Department (School, Library)	\$130		

10. Waiver of fees:

- There will be no waiver of fees. Renters from within the Town shall be charged less than renters from out of Town, and this shall be considered their fee advantage.

11. Dimensions and capacities:

- The dimension of the gym's wooden floor is 40'x 80'.
- The dimension of the dining room is 42' x 27'.
- The total maximum occupancy is 253 people.
- Any time the occupancy is temporarily proposed to exceed the maximum occupancy of 253 people; the applicant is directed to first seek approval from the East Greenwich Fire Marshal and present that office with a plan of action to address the increased occupancy and safe guards to be taken during the temporary period of increased occupancy. An additional fee will be incurred if the Fire Department requires a representative to attend the event.
- Renters must seek approval from the East Greenwich Fire Marshal if there will be amplified music at their event.

12. Alcohol Policy:

- Renters must receive approval from the Town Council before serving alcohol on Town property. Renters who want to serve alcohol will receive a copy of Town Ordinance Number 828, which details the Town's Alcohol Policy and procedures for obtaining approval to serve alcohol. The renter must read and sign that they understand the policy and agree to follow the conditions set forth.

Once the rental application for the Swift Community Center has been approved, the renter should contact the Town Clerk's office; located in the East Greenwich Town Hall at 125 Main Street, to complete the Class F and/or the Class F1 Beverage License Application Form(s). Once the beverage application is complete, the request will be added to a Town Council agenda. The Town Council meets every other Monday at 7:00 p.m. in the Town Hall Council Chambers.

If the Town Council approves the request, the renter should contact the Chief of Police. The Chief or his designees may require certification of alcohol server training at special events and shall have the right to request modification of certification requirements for any special event where alcoholic beverages will be served.

The renter must provide the Chief of Police with a list specifying employees, volunteers or other event workers engaged in the provision, dispensing and/or sale of alcoholic beverages, and those engaged in monitoring the consumption of alcoholic beverages by attendees. The Town Manager and the Chief of Police or their designees, shall have the right to regulate or prohibit any individual from acting in such capacities.

The Town Manager and the Chief of Police or their designees, reserve the right to require submittal of a security plan and/or the presence of police officers or qualified security personnel for the duration of the event, the cost of which will be borne by the renter. Any such security plan must receive written approval from the Chief of Police before the event may be held.

13. Smoking Policy:

- Smoking is not allowed in the Swift Community Center or within 50 feet of the facility.

14. Flea Market License:

- The definition of a Flea Market is any structure or use for the sale of food or goods at retail which sale is conducted periodically, and not daily, involving multiple vendors who are charged a fee to participate and whether within an open area or enclosed structure. The definition of a vendor is any person who engages in selling food or goods at retail.
- The application for a Flea Market license shall be made to the Town Council upon a form to be supplied by the Town Clerk. Every applicant shall pay an annual license fee of \$100 (one hundred dollars) to own, operate or control a flea market. Such license shall be valid only for those dates and hours of operation included in the application and approved by the Town Council. Any additional dates will require a new license. Each license shall expire September 1st of each year. Such fee shall be payable in full whether or not such license is issued for a full year.
- A copy of an approved Flea Market license must be submitted along with the Swift application and fees.

15. Raffle License:

- The Rhode Island State Police are responsible for issuing raffle licenses. The raffle must be conducted by a charitable organization. Only members of the organization can be involved in the control and management of the game. All proceeds, minus the expenses of the game, must be used for a charitable purpose. No one under the age of 18 is allowed to participate.
- If an organization wishes to conduct a raffle, they may obtain the raffle application from the East Greenwich Police Department or from the Rhode Island State Police website at www.risp.ri.gov/sectionsandunits/charitablegaming.php. After the application is completed, it should be submitted along with the \$5 (five dollar) application fee to the East Greenwich Chief of Police. The Chief of Police will conduct records checks on the applicants and sign the application indicating his/her approval or disapproval of the request. The application will then be forwarded to the Rhode Island State Police Charitable Gaming Unit. The application will be reviewed there to see if it meets the criteria outlined in the Rhode Island General Law. When the application is approved, a letter will be sent to the applicant, with a copy being sent to the East Greenwich Chief of Police. Tickets may be sold anywhere, but the drawing must be held in the location indicated on the application. A financial report will be included with the letter of approval. This financial report must be completed and returned to the Rhode Island State Police Charitable Gaming Unit within 60 days after the drawing. No further authorizations will be approved until they receive the financial report.

16. Insurance Requirements:

- All renters must provide liability insurance for 1,000,000 (one million dollars) per occurrence. The Town of East Greenwich must be named as an additionally insured party on the day of the rental. A copy of the insurance certificate is required with the application.
- Renters that have been approved by the Town Council to serve alcohol at their event must provide a certificate of liquor liability insurance for 1,000,000 (one million dollars) naming the Town of East Greenwich as an additionally insured party on the day of the rental.

17. Accessing the Swift Community Center:

- All groups must have a Town Agent who will open and close the building for them.
- All renters are responsible for the actions and behavior of their participants and guests.
- No Swift Community Center keys will be duplicated. If a group or individual does this, then the group or individual will automatically be excluded from the use of the Center in the future.

18. Equipment and Decorations:

- Any equipment brought into the facility or grounds shall be approved at the time of application. Trampolines and inflatables are not allowed (i.e. bounce houses).
- Helium balloons are not allowed in the facility due to past instances of free flying balloons becoming tangled in the ceiling fans.
- The use of decorations will be determined by the East Greenwich Fire Marshal. Renters should contact the Fire Marshal's office to discuss decorations and an event floor plan.

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