

Policy Governing the Rental of Facilities of the Jenks Center By Groups and Organizations Outside of the Center

The Jenks Center, operated jointly by the Winchester Seniors Association, Inc. (WSA) and the Winchester Seniors Association Trust, is a unique resource in Winchester that is used for a wide variety of programs, events, courses, and activities for the seniors in town. As such the various facilities within the Center are used extensively to support our senior citizens. However, there are times during the day, and especially in the evenings and on weekends, when the facilities are unused. To accommodate the needs of Winchester as a community, the Center, through appropriate rental agreements, can make available its principal meeting facilities to organizations in Winchester and those outside of Winchester who provide services for Winchester residents.

The following are the limitations that the WSA imposes on such renting of the Center Facilities:

1. The facilities will be rented to Winchester-based non-profit organizations (including organizations not structured to make a profit), such as civic, cultural, charitable, community service, school-sponsored, government agencies, and the like.
2. The facilities will not be rented to private individuals or private groups for the purposes of holding a private party or occasion. Such occasions include, but are not limited to, birthdays, anniversaries, weddings, confirmations, reunions, cotillions, bar/bat mitzvahs, and the like.
3. With determinations made by the WSA Rental Subcommittee on a case-by-case basis, organizations otherwise qualified but not based in Winchester, but that serve the community interests of Winchester, may be excepted to rent the facilities.
4. With determinations made by the WSA Rental Subcommittee on a case-by-case basis, requests for rental of the facilities by groups other than those identified above, such as non-profit professional/business organizations, condominium boards, and similar may be excepted to rent the facilities.
5. The decision concerning a request from any given organization seeking to rent the facilities is entirely the prerogative of the WSA, executed through the Board's Rental Subcommittee.
6. Any organization renting the facilities must abide by all the ordinances, regulations, permitting restrictions, etc. applied to any such gathering by the Town of Winchester. The Jenks Center does not have a blanket alcohol or food permit license, nor are its food staging areas certified for food preparation.
7. It is expected that a renting organization will restrict its activities to the primary space rented, including the restrooms in the Center.
8. Any renting organization shall be financially responsible for damage to the facilities beyond normal wear-and-tear. To assure proper care of the facilities, a security deposit is required for each rental.

The two facilities within the Center that are available for rent to appropriate organizations are:

1. The Cummings Room – an auditorium with a **maximum** capacity of 225 people, having a small performance stage, and including a baby grand piano. This room can be configured in many different ways, including seating for lectures, tables for eating, a clear floor for dancing, a buffet set-up for serving food, or casual tables used while a performance is being presented.
2. The Jenks Room – a more modest auditorium with **maximum** capacity of 150 people, no stage, but with an upright piano. This room can be similarly configured as the Cummings Room.
3. There are small areas immediately adjacent to each of these rooms that can be used as a food staging area for catered events. No food may be prepared in these areas. Any questions concerning handling food in these areas should be directed to the Facility Manager.
4. Each of these auditoriums has direct access to the outside, and use can be restricted to specific areas within the Center.
5. Capacities stated above are maximum capacity with lecture style seating. Other configurations accommodate fewer people.

Rental charges for use of either the Cummings Room or the Jenks Room for events are as follows:

1. A minimum rental time of 4 hours has been established. This time includes one hour before the event itself for custodial preparation of the room, two hours for the event itself, and one hour after the event for custodial cleaning and breaking down of the facility.
2. Rental rate for this minimum time is \$300 if the event does not exceed 100 people. This fee includes setting up the facility to meet the needs of the organization, the actual 2-hour time of the event in the auditorium itself, and the follow-up breaking down of the facility.
3. The two-hour period considered to be the actual time of the event includes any and all times the renting organization needs for its preparations for its event at the facility as well as the duration of the actual event and vacating the premises.
4. If the event itself is scheduled to, or does, run more than two hours, an additional rental charge of \$75 per hour, or any fraction thereof, is applied.
5. If either of the food staging areas is used, an additional charge of \$75 is applied. The renting organization must provide all the banquet linens, dishes, glasses, serving vessels, etc. they need for the event. All trash generated by the caterer for the event must be removed by the caterer.
6. The renting organization must arrange for any/all the food and beverages it plans to have for the event. Many organizations that rent Center facilities engage licensed/certified catering firms to provide the food and beverages.
7. If the event draws more than 100 people, additional custodial support is required, and additional charges are applied at the rate of \$25 per hour for the entire event, including preparation and breakdown time.

8. The Jenks Center will hold a date and time for a rental event for 14 days after the blank rental contract is sent to the requesting renter organization. A signed contract, accompanied by the refundable Security Deposit (\$200) and the Reservation Deposit (\$100), must be returned to the Center by the end of that 14 day period to secure the date and time for the rental. If the contract and deposits are not received before the end of this 14 days period, the rental date cannot be assured. If the situation arises when the event is canceled by the renter, both deposits will be returned if the renter notifies the Center of such cancellation more than 30 days before the date of the event. If the event is canceled in less than 30 days, only the Security Deposit will be refunded. If the event needs to be canceled due to weather or other unforeseen conditions, the Center will refund all deposits.
9. If an event is co-sponsored by both an outside organization and the Jenks Center, the costs for the event shall be divided between the outside organization and Jenks based on an agreement reached between the two organizations before the event occurs. The co-sponsorship by the Jenks Center for the event shall be indicated on all promotional materials distributed for the event.
10. Center-provided custodial support for the rental event must be used. This includes setting up and breaking down the room.
11. Payment of all Balances Due must be made at least 3 days before the scheduled event.
12. The Jenks Center does not carry insurance (general liability, liquor liability) to indemnify a renting organization if an incident might occur at the renter's event. The renter should consider whether they want to secure such insurance protection for themselves.
13. To facilitate an organization to use Jenks Center facilities, certain operating details are established involving general cleaning up, use of decorations, delivery of supplies and materials, serving food, serving wine and beer, use of Jenks supplies, etc. This information will be communicated to a renting organization when the contract for the event is signed
14. The Center will make every effort to try to accommodate the scheduling needs of a renting organization, but the programs of the WSA take precedent for the facilities. However, once a contract is signed, the Center will meet its commitment to the scheduled times/dates agreed to with the renting organization