

## OPERATIONAL GUIDELINES FOR ORGANIZATIONS RENTING FACILITIES AT THE JENKS CENTER

The Jenks Center  
109 Skillings Road  
Winchester, MA 01890  
781-721-7136

The Jenks Center is pleased to be able to make available to qualified Winchester not for profit organizations some of the facilities within Jenks when not in use for scheduled activities. In addition to the contractual terms and conditions, Jenks has established the following standards that a Renting Organization (RO) is expected to meet in using the facilities.

### **General Clean-up**

The RO is responsible for general clean-up the facilities used following the event, at the direction of the Custodian and/or the Facility Manager. Jenks expects that the facility will be left by the RO in essentially the clean conditions it was when the RO arrived. The RO may delegate such clean-up to a caterer or other entity so-chosen by the RO. At the end of the rental, the RO must remove all food, trash, debris, used decorations, and paper products used, such as plates, cups, napkins, table coverings.

If the kitchen is used a caterer is required. The area should be cleaned to return it to the state when the RO arrived. Specific cleaning instructions are posted in the kitchen.

If anything leaks or spills, it should be cleaned up immediately to avoid staining.

The Jenks facility staff will provide cleaning equipment and supplies – buckets, mops, brooms, dustpans, cloths, detergents, and paper towels.

### **Decorations**

All decorations proposed to be used must be approved by the Facility Manager.

Only approved tape (i.e. frog tape) may be used to secure decorations to walls, wood, windows, etc.

NO PUNCTURING DEVICES such as nails, tacks, staples, and so on, may be used.

If decorations or other services are to be tied to any building fixture, the Facilities Manager must approve such securing.

No flamed decorations (candles, hurricane lights, votive candles, etc.) may be used.

### **Delivery of Supplies and Materials**

Jenks facilities are used extensively for a wide variety of activities. Therefore, the contracted use of any Jenks facilities by the RO must be limited to the time defined in the contract. Jenks will attempt to accommodate early delivery of supplies and materials as noted below.

Equipment, supplies, materials, food, etc. may be delivered in advance of the RO event. However, such delivery must be coordinated with the Jenks Facilities Manager.

Deliveries must be made through the entrance to the upper kitchen facility, not through the main lobby. There are egress doors directly to the outside for each of the available facilities.

There is not a lot of space at Jenks for storage of equipment and materials, so delivery of such should be made as close to the date of the event as possible.

Only short-term curb-side parking is permitted for making deliveries.

### **If Food is Served**

If food more extensive than casual snack-type food is planned, the RO must engage the services of a caterer.

The RO (usually through the caterer) must secure a Food Service permit from the Board of Health of the Town of Winchester (current fee is \$35). The RO must provide a copy of the permit to the Jenks.

Jenks has kitchen facilities that are appropriate only for light preparation and/or management of food. More extensive food preparation that requires food service must be brought to Jenks (by a caterer) in a condition that it needs no more than slight warming and distribution to the guests of the event.

Only electric chafing dishes heaters may be used.

**If Alcoholic Beverages are Served**

Jenks permits the service only of wine and beer. No hard alcohol beverages may be served.

A permit for serving wine and beer must be obtained from the Town Manager in the Town of Winchester (current fee is \$75) by the RO. Experience notes that it takes more than 21 days to obtain such a permit. The RO must provide a copy of the permit to Jenks.

The wine and beer must be dispensed by a licensed and insured bartender.

**Use of Jenks Supplies**

Jenks provides tables and chairs in the manner and configuration as requested by the RO. Jenks does not provide any kind of table covers, eating utensils, plates, dishes, cups (including paper), glasses (including paper or plastic), serving containers, or serving utensils. Any such supplies must be provided by the RO (usually through the caterer if one is engaged).

**Other Considerations**

A Jenks custodian is on duty throughout the entire time of the event.

Although Jenks takes precautions to maintain the facilities as secure as reasonable, Jenks cannot assume responsibility for losses of property belonging to guests, volunteers, or contractors participating in the event.

Jenks Center, Grounds and parking are smoke-free areas; the RO is responsible for ensuring this policy is followed.

\_\_\_\_\_  
Signature of Renting Organization Responsible Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Jenks Representative

\_\_\_\_\_  
Date