



HYDE COMMUNITY CENTER
"The Heart of the Highlands"

www.hydecenter.org

**FREQUENT RENTER
(≥10 DAYS/YEAR)
REQUEST FOR RESERVATION**

Return completed forms to:

N. H. C. D. C. / Hyde Center
P.O. Box 610171
Newton Highlands, MA 02461

You will be billed at the start of each month.

Frequent-rental billing rates are: Private \$73/hour, Non-profit \$68/hour,
Governmental/Community \$53/hour (all reflect discount for frequent use).

Applicant submitting request (***see note**): _____

Organization (if any): _____

Mailing/Billing Address (***see note**): _____

E-mail: _____

Phone: Day _____ Evening _____

*** NOTE: Bills will be sent to this rental applicant, regardless of who pays. If the "bill to" person changes, that new person will be the new renter, necessitating a new contract, including new terms.**

List all days including holidays in your time slot through June 30, 2012, that you will not be using the gym. A specific agreement should be requested for July and August 2012.

Include setup and cleanup time in calculating your hours.

2011/2012 Date(s) requested: _____

Hours: _____ (a.m./p.m.) to _____ (a.m./p.m.)

Purpose or activity: _____

Additional space requested: Storage (specify how much): _____

Would you like us to refer possible new members to you? Yes No

Number of adults expected to attend: _____ children: _____

*Owned and operated by the Newton Highlands Community Development Corporation
A non-profit volunteer organization
617-527-HYDE*



HYDE COMMUNITY CENTER
"The Heart of the Highlands"

www.hydecenter.org

Retain *Calendar, Information,*
and *Policy* pages. Return this form
and *Reservation* form to:

N. H. C. D. C. / Hyde Center
P.O. Box 610171
Newton Highlands, MA 02461

ACCEPTANCE OF HYDE POLICIES AND STATEMENT OF LIABILITY

It is a condition of the Hyde Community Center gym permit that a person representing the applicant must be present at the Community Center at all times during the period of use ("the activity"). Please give the name, address, and telephone number of this person (if it is the same person as applicant, write "same" for address and phone):

Applicant's Name: _____

Applicant's Mailing
Address: _____

Telephone: _____

The applicant has received and read the Policy Statement for use of the Hyde Community Center and agrees to abide by the terms of that statement. In particular, the applicant (and sponsor, if applicable) understands and agrees that (a) alcoholic beverages may not be sold at the Hyde Community Center, (b) alcoholic beverages may be served to guests at private functions if the host exercises due care for the guests' consumption of such beverages, and (c) alcoholic beverages may not be served at public functions, but guests may bring their own alcoholic beverages for their own personal consumption.

The applicant agrees to reimburse, indemnify, and hold harmless the Newton Highlands Community Development Corporation for any damage to persons or property occurring during or after the activity, or as a result of any permit issued on the basis of this application, including any damage to the Hyde Community Center caused by any person participating in the activity.

Applicant's Signature: _____ Date: _____

Owned and operated by the Newton Highlands Community Development Corporation
A non-profit volunteer organization
617-527-HYDE



HYDE COMMUNITY CENTER
"The Heart of the Highlands"

www.hydecenter.org

Retain *Calendar, Information,*
 and *Policy* pages. Return *Reservation* and
Liability Release forms as indicated.

2011 - 2012 Holidays and School Vacations
 The Hyde Community Center *is* available for use on **Holidays**
unless specifically noted as closed.

September	9/5	Monday	Labor Day
	9/29	Begins Wednesday at sundown	Rosh Hashanah
October	10/8	Begins Friday at sundown	Yom Kippur
	10/10	Monday	Columbus Day
	10/28 (5:00 p.m.)-10/30 Hyde Center closed	Friday eve. - Sunday Hyde Center closed	Pre-Halloween events Hyde Center closed
November	11/8 Hyde Center closed	Tuesday Hyde Center closed	Election Day Hyde Center closed
	11/11	Friday	Veterans Day
	11/24 - 27	Thursday - Sunday	Thanksgiving w/e - schools close Wed. noon
December	12/24 - 1/1	Saturday - Sunday	Newton school vacation
	12/24 - 1/1 Hyde Center closed	Saturday - Sunday Hyde Center closed	Gym floor refinishing Hyde Center closed
January	1/1 Hyde Center closed	Sunday Hyde Center closed	New Year's Day Hyde Center closed
	1/16	Monday	Martin Luther King Day
February	2/20 - 24	Monday-Friday	Newton school vacation
April	4/6 and 4/8	Friday and Sunday	Good Friday and Easter
	4/7	Begins Friday at sundown	Passover
	4/16 - 20	Monday - Friday	Newton school vacation
May	5/26 - 28	Saturday - Monday	Memorial Day weekend
June	6/10 Hyde closed to 8 p.m.	Sunday Hyde closed to 8 p.m.	Village Day Hyde closed to 8 p.m.
	6/22 (latest)	Friday	Summer vacation begins



HYDE COMMUNITY CENTER
"The Heart of the Highlands"

www.hydecenter.org

Retain *Calendar, Information,*
and *Policy* pages. Return *Reservation* and
Liability Release forms as indicated.

FREQUENT RENTER INFORMATION

A FEW NOTES:

Please inform your group to use clean rubber-soled shoes in the gym, perhaps changing into clean sneakers at the gym. PLEASE PARK ALL VEHICLES ON THE STREET; DRIVEWAY IS RESERVED FOR RESIDENT HANDICAP PARKING.



KEYS: *It is the renter's obligation to call and arrange for pick-up of keys*

- Call on a weekday to arrange for a pick-up of keys approximately two workdays in advance of your rental.
- Return keys to mailbox or through door slot at same location, after your rental period is over.

CANCELLATIONS: *You are charged for all regular days, including holidays.*

- You need to write or call at least one month in advance to cancel any day or holiday you aren't planning to use the gym.
- We only credit last-minute cancellations if they are due to City of Newton weather emergencies.

SAFETY: *Let me know if I need to replace any safety supplies, please.*

- Have your people bring a clean pair of sneakers to wear in the gym, or mop floor after use. Dirt and dust make the floor slippery, and wears down the finish very quickly.
- Check the floor thoroughly for wetness before using, to avoid falls.
- Locate two fire extinguishers, each in a wall cabinet built into the gym walls. A third extinguisher is in the lobby.
- There is a telephone in the storage area. There is a pay phone in Lincoln Square, next to the metered parking lot.

COMFORT: *Please call with suggestions for improvements.*

- If the gym is too warm in winter, **it is not permissible to open doors to the outside.** Call John Rice at 617-201-7088 to discuss the gym temperature.
- If gym is too cold, keep storage room doors shut; set overhead fans on low.
- Each pair of overhead fans are operated by a rotary switch on the inside wall of each storage room.

CLOSING: *It is most important to secure doors (push or pull to check), and to turn off all lights, including lobby lights.*

- The entry door to the building is controlled by an automatic lock system, and need not be locked when leaving the building. However, each renter must lock the gym doors and storage room doors.
- The last renter should turn off all lights, including lobby lights. If in doubt, turn them off.
- Late-night events need to keep to schedule. We have a security person who waits until an event is concluded, and then secures the building.
- Please bag your rubbish and take it with you. Do not dispose of trash in barrel by Hyde playground.

Call 617-527-HYDE (527-4933) to arrange key pick-up or return.

Newton Highlands Community Development Corporation
Policies for the Hyde Community Center (updated September, 2011)
90 Lincoln Street, P.O. Box 610171, Newton Highlands, MA 02461, (617) 527-HYDE, www.hydecenter.org

1. Statement of Purpose

The NHCDC operates the gymnasium of the former Hyde School at 90 Lincoln Street, Newton Highlands, as a community center for recreational, educational and public interest activities in keeping with the non-profit charitable purposes for which the NHCDC was founded. The center is operated to the extent possible to involve citizens of all ages and backgrounds in a varied mix of activities. Fees and charges for the use of the facility are set by the NHCDC with an effort to make the center as open as possible to the public. The center is in Newton Highlands, but participation in activities is not limited to residents of this community. When competition exists for use of the space, the NHCDC Board of Directors considers factors such as programming, fee structure and community base.

2. Space Available for Use

Interior: The gymnasium, storage areas and rest rooms are available by permit from the NHCDC. In addition, the corridor is available for use by making special arrangements with NHCDC, including assurances that public passage will be possible through the area during that time. The gym divider doors may not be used without making special arrangements with the administrator when renting the gymnasium. A service fee would be charged each time that the gym is divided.

Exterior: Entrance to the center is through the east doors (those facing the circular driveway). The Lincoln Street doors are not for regular use, but are emergency exits and must always be kept clear. There is no implied right to use the City of Newton recreation land when contracting for use of the center. The entry plaza on the west side of the building (facing playground) may be used by special arrangement with the NHCDC. Parking in the circular driveway is prohibited. Existing spaces are for handicapped parking for the use of the residents of the Newton Housing Authority building only. Illegally parked cars will be subject to towing.

3. Public Safety No smoking, fires, candles or fog machines are allowed in the center at any time. Portable heaters may not be used. Propane tanks may not be brought into the center. Those in charge of activities at the center must know the location of emergency exits, fire extinguishers and the telephone.

4. Alcoholic beverages Alcoholic beverages may not be sold at the center. At private functions, alcoholic beverages may be served to guests if the host exercises due care for the guests' consumption of such beverages. At public functions, alcoholic beverages may not be served, but guests older than 21 years of age may bring their own beverages for their own personal consumption.

5. Decorating When decorating, renters may hang decorations on the walls providing they do not use nails, hooks, tacks or similar permanently defacing modes of adhesion. Tape may be used if it is completely removed and does not damage the walls. Confetti may not be used due to clean up difficulties. Balloons (**balloons must be pre-anchored until removed from gym**) and streamers may be used but must be completely removed from walls and ceilings. Under no circumstances may tape be used on the floor of the gym. Renters are responsible for any damage caused by decorating. The use of glitter is not allowed.

6. Clean-up Organizers of the event must remove all trash and debris. Renters may not leave their trash in adjacent playground trash cans. A service fee will be charged if the center is not completely cleaned following an event. If more clean up is required to leave the facility ready for the next renter, the organizers must arrange for custodial service through the NHCDC. In some cases, renters may conduct custodial work if they agree to use appropriate equipment and cleaning solutions.

7. Security The procedure for opening and closing the center will be determined by the administrator. Renters agree to assume responsibility for the security of the center during their use and to properly secure the premises upon leaving. A service fee will be charged if the building is not properly locked. Emergency doors must be kept closed. The rest rooms are not intended for general public use. The police should be notified if trespassing occurs. Renters organizing teen dances and/or concerts must arrange and pay for a City of Newton police detail. The renter of teen events must be a parent or guardian.

8. Equipment When the renters provide equipment, it must be in good condition, appropriate for the intended use, and not cause damage to the facility. Storage of any equipment at the facility is solely the risk of the user. The NHCDC assumes no responsibility for any such equipment. Tables and chairs are available for use when renting the center. Those tables and chairs are for inside use only and may not be brought outside. Tables and chairs cannot be loaned out. When equipment is provided by the center, the renter is responsible for using it appropriately and storing it properly.

9. Insurance Organizations using the gymnasium for athletic or similar purposes will be required to have proof of insurance satisfactory to the NHCDC and in certain circumstances will be required to add the NHCDC to their policies as an additional named insured. The NHCDC reserves the right to require insurance satisfactory to it in other circumstances depending upon the uses proposed.

10. Supervision Organizations using the gymnasium must provide evidence that qualified officers or staff will supervise the activities planned. The NHCDC reserves the right to review the uses proposed for the gymnasium and the supervision provided and to require such changes as it determines necessary for the safe and appropriate use of the facility.

11. Community Impact Hours of operation are consistent with the center's location in a residential neighborhood. The center is not open between the hours of 12:00 a.m. and 6:00 a.m. Outdoor activities must comply with city ordinances. Parking information and MBTA information should be included in program notices for the center activities. The center is used as a polling place by the City of Newton and is not available for use on election days.

12. Operation Procedures Permission to use the facility will be given through written agreement with the NHCDC, signed by the renter or its representative, who must be at least 21 years of age. Renters wishing to use the facility for a teen event must be a parent or guardian. The NHCDC Board of Directors may delegate authority to run the center on a day-by-day basis as long as adequate policy guidelines are established for this administrative activity. The NHCDC retains final authority on all aspects of the center operation and retains the right to revoke renter privileges for failure to abide by the policies herein.

13. Fee Structure, Reservations, Payments, Cancellations

Fees: Rental time must include any necessary set up and clean up time. Rental charges are as follows:

1. Public charitable organizations and governmental renters providing community programs: \$58/hr regular, \$53/hr discounted (Private Highlands-based groups *may* qualify for Monday-Thursday only).
2. Non-profit community organizations: \$73/hr regular, \$68/hr discounted
3. Private groups or individuals: \$83/hr regular, \$73/hr discounted

Discounted rates are given if a contract for the use of the center is signed for use on at least ten (10) different days during the year running from July 1 through June 30. An "early bird" special fee is offered for use before 4:00 p.m. weekdays and 9 a.m. weekends, and "night owl" fee after 10:00 p.m., weekdays only. The fee will be 80% of the applicable rate. Lost key fee is \$25 per key.

Reservations: The center may be reserved at any time on a first come, first served basis. Generally, reservations may not be made more than one year in advance. A deposit of \$50 for events three hours or less and \$100 (\$200 outside Newton) for more than three hours is required to reserve the center. Deposits are not refundable. When making reservations, renters must include any and all set-up and clean-up time they require before and after the actual event. Renters must pay for this time as well as the specific event time they use. A separate returnable security deposit may be required for parties.

Payment: Payment must be received in full at least one month before the date of use for non-contract renters. If reservations are made with less than a one-month lead-time, payment must be made in full at the time the reservation is placed. For contract renters, payment must be made on the first of each month for that month's reservations. Checks drawn on Massachusetts bank accounts, money orders, or cash will be accepted as payment. No credit cards or other forms of payment will be extended. Only one check per payment permitted.

Cancellations and refunds for non-contract renters will be made without penalty if notice is received at least one month prior to the date reserved. A full refund will be made by mailed check. If cancellations are made less than one month from the reserved date, no refund will be given unless the center is successful in renting out the time period to some other group. In this situation, a prorated refund will be given based on the amount of time the second group fills in for the cancelled reservation.

For cancellations by renters with contracts, notice must be given one month in advance of any changes and a new contract signed reflecting the changed circumstances. The amount of the refund will depend on how the cancellation affects the minimum number of days required for a discounted rate. If the contract renter still has a minimum of ten days reserved or used, then a full refund for cancelled times will be made. If the cancellation results in fewer than 10 days being used, then a recalculation of payment due will be made and if any refund is due, the amount will be paid by mailed check. If the change results in additional costs, that additional sum must be paid at the time that the monthly fee is paid. Cancellations made with less than one month's notice will not result in any refund, unless the center is successful in renting the time period to another group. If a substitute is found, a prorated refund will be made based on the amount of time successfully substituted.