



P.O. Box 610171
Newton Highlands, MA 02461
www.HydeCenter.org

HYDE COMMUNITY CENTER
"The Heart of the Highlands"

REQUEST FOR RESERVATION

RATE STRUCTURE - 2011-12

\$83/hour Regular Private Rate

\$73/hour Non-profit Rate

\$63/hour Sponsored Rate, up to three hours, 1x/yr for renters outside Highlands. Highlands check only; plus liability statement, signed by Sponsor.

\$48/hour Special Highlands Rate, maximum once per year, up to three hours, including any sponsorships. Check must be imprinted with Service Area zip code.

Return top two forms
with total payment of \$ _____
or rental deposit of \$ _____ (\$_____/hour)

Balance due \$ _____ by _____

With separate \$100/Newton \$200/outside Newton security deposit (returned pending gym condition).

Make check out and mail to:

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

Name of individual submitting request: _____

Organization (if any): _____

Mailing Address Street: _____

E-mail: _____ Town: _____

Telephone: Day _____ Evening _____

2011/2012 Date(s) requested: _____

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

NOTE: SETUP AND CLEANUP TIME MUST BE INCLUDED

Purpose or activity: _____

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

[] Corridor use

Open to the public? [] Yes [] No

Will food be served? [] Yes [] No

Will alcohol be served? [] Yes [] No

Number of people expected to attend: _____



www.HydeCenter.org

HYDE COMMUNITY CENTER
"The Heart of the Highlands"

Retain "Welcome/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: _____

Sponsor'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 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: _____

Sponsor's Signature _____ Date: _____
(if applicable): _____

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

Welcome to the Hyde Community Center!

Information for the Renter

SHOES: Please try to use clean rubber-soled shoes on the gym floor.

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.
- Keep your keys with you at the Hyde -- lobby doors automatically lock between 9:30 p.m. and 10:30 p.m.

RESERVING THE GYM

- Please complete the forms and return to me with fee and security deposit, in order to guarantee your reservation.
- **It is your responsibility to contact me a couple of days before your rental date to arrange for a key to the gym and storage areas.**
- Locate rubbish barrels in the storage rooms at either end of the gym, or in the hallway. You should bring a couple of barrel liners, as well as a roll of paper towels.

SAFETY: We recommend one chaperone for every ten youths.

- Check the floor thoroughly for wetness before using, and dry with towels or paper towels.
- Locate First Aid Kit near phone in storage room.
- 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 give me a call with suggestions for improvements.

- If the gym is too warm, please **do not open doors to the outside**. Contact John Rice at 617-201-7088 to discuss the temperature of gym.
- 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 gym and 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. Lobby doors lock between 9:30 and 10:30 p.m., so inform latecomers to knock on Lincoln Street gym doors for late entry.
- **All lights, including lobby lights, need to be turned off by the last renter. If in doubt, turn them off.**
- Late-night events need to keep to schedule. Our security person waits up until your end time to secure the building.
- Please bag rubbish and take with you. Do not dispose of trash in barrels by the Hyde playground.



PLEASE PARK ALL VEHICLES ON THE STREET; DRIVEWAY IS RESERVED FOR RESIDENT HANDICAP PARKING.

Call John Rice at 527-HYDE (527-4933) to arrange key pick-up or return

*Newton Highlands Community Development Corporation
Policies for the Hyde Community Center
90 Lincoln Street, P.O. Box 610171, Newton Highlands, MA 02461, Ph 617-527-4933 September, 2011*

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, volunteers 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 events 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 stated 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., 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 from 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. No more than one check may be used to make one payment.

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.