

Woodhaven Community Room Policy

Adopted: December 15, 2016 ~ Revised February 19, 2020

The Sherborn Elder Housing Committee (EHC) Policy Statement:

Re: USE OF THE WOODHAVEN COMMUNITY ROOM

The EHC has formulated this policy for the use of the Community Room, to ensure that Woodhaven residents and others have a definitive definition of its purpose and usage.

First and foremost, the priority for the usage of the Community Room is to support programs and functions for Woodhaven Residents. The Community Room has been designed to be a welcoming, informal gathering place for all Woodhaven Residents. Considerable effort and significant donations have been made by the residents to create this space. The Residents fully finance the infrastructure and maintenance of Woodhaven.

Many activities can occur at the same time...knitting, craft making, reading, playing cards or board games, watching TV, dinners for all or impromptu meals, etc. are all possibilities.

In addition "Booking the room" for an "All Woodhaven" event or a "Private" Woodhaven Residents Family Gathering/Event is an option.

Woodhaven Residents may also sponsor and must be in attendance for their (Example:) Book Club, Knitting Club or Garden Club meetings. They must fill out an Application Form.

Outside groups, such as Service Groups, Youth Groups, Condo Associations, etc. **should consider utilizing** the Sherborn Community Center or other facility.

When not being used by the Woodhaven Residents, the room is available to the Council On Aging for educational, recreational, and civic purposes. Authority for approving these and other uses and "Applications" rests with the **Sherborn** Elder Housing Committee.

The Community Room can be booked for a mutually agreeable time period but not blocked booked for an extended period of time. The COA is responsible for adhering to all the established Rules and Regulations.

Neither the **Sherborn** Elder Housing Committee nor the Town of Sherborn shall be responsible for supervision of children, or for injury to persons or property that occur while the Community Room, kitchen area, or common areas are being used.

Those using the facility must conform to the following Regulations and Procedures.

Regulations and Procedures:

- 1) Application *should* be sent to Alan Slawsby & Associates c/o claire@slawsby.com at least two (2) weeks prior to use. (We appreciate that sometimes due to unpredictable circumstances there is less notice and will try to act accordingly.)
At that time of "Application" the Event Coordinator's Contact Person should be named. The Calendar Coordinator will notify applicant of approval ASAP.
- 2) If event is cancelled, the Calendar Coordinator should be notified immediately.
- 3) The name of the Event Contact Person should be re-confirmed at time of approval. That person is responsible for opening and/or closing the building; a checklist of responsibilities is attached.
- 4) They or their designee is responsible, **if** applicable, for acquiring and returning the Woodhaven Key to the Police Station. The designee is responsible for answering questions about the use of the Community Room, and contacting appropriate personnel in the unlikely event of a fire or other emergency or other security matter. They should be aware of the location of emergency equipment. As well they must ensure that guests do not exit via the posted private areas of the building.
- 5) Approximate number of people attending meeting/program must be posted on the calendar and application form.
- 6) As posted on the Desk Bulletin Board: Occupancy Maximums for Community Room. A maximum of 30 people may be seated at tables and chairs and 62 people may be in "unfixed seating".
- 7) Applicants should be aware that parking is limited and visitors must be notified of parking restrictions in advance of the gathering. They must use the 'Visitor's Lot', there are approx. 12 spaces, plus limited space

on North side of the Village Way roadway. Car Pooling is recommended. **Those parking in resident's spaces will be asked to move their cars.**

- 8) Handicap parking is available at 4 different locations. One in front of the complex by the Circle, one on North side, one on South side and one by the Community Room Entrance.
- 9) Woodhaven Residents do not have a curfew. *After 9 PM every effort should be made to quietly use this room and quietly exit the room and or building.*
- 10) **Private** Woodhaven Residents' events must end by 10:00 PM. Efforts should be made to depart the building and parking lot quietly.
- 11) Applicants should be aware of the Woodhaven Cleaning Service posted days and times and make every attempt to work around this important service.
- 12) Chairs (30) square tables (8), long tables (2) televisions, DVD equipment and use of kitchen area are available. An Equipment Manual is located in the cream painted TV console. Please follow usage directions and return to the Manual following use.
- 13) Groups are responsible for their set-up and must leave the room set up as they found it. Chairs and tables cannot be dragged across the floor. They **MUST** be lifted and put into place.
- 14) The Living room furniture cannot be re-arranged.
- 15) The Piano **MUST** stay in place, it cannot be moved in any direction.
- 16) The Community Room must be left clean. Cleaning supplies, mops and broom are available in the Janitors closet in back hallway.
- 17) Refreshments may be served and must be consumed in the Community Room. For Private or COA Groups all left over food must be removed from room or, if placed in refrigerator, dated and removed within 24 hours.
 - a) Per Department of Public Health Recommendations:
All dishes, utensils etc. must be washed in the dishwasher.
Therefore those using the facility should bring in their own paper products and utensils.
- 18) All garbage, recyclables and trash must be removed from the premises.
- 19) Thermostats (3) and the heating unit and Dehumidifier policies are posted and must be adhered to.
- 20) Smoking of any kind, including electronic cigarettes, is prohibited in and on Woodhaven Property.
- 21) Alcoholic beverages **cannot be served unless it is a private** Woodhaven Event. The Woodhaven Host /Hostess is responsible for their guests.
- 22) No open flames of any kind are allowed.

- 23) Nothing may be hung on the walls without permission.
- 24) Tables should be covered when glue, paint or other materials that could mark furniture are used.
- 25) Applicant may not use amplification, microphones, or music without prior approval of the Property Manager.
- 26) Applicant is responsible for all damage to building, equipment, and all furniture, or fixtures or flooring during their use of the Community Room
- 27) A Room Usage Checklist must be followed when leaving the premises.
- 28) Woodhaven Key is available @ the Sherborn Police Station and must be returned after the event.
- 29) Failure to comply with these Regulations and Procedures may jeopardize applicant's future use of the room.