

Woodhaven Community Room Policy

Adopted: December 15, 2016

The Woodhaven 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. 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 is an option.

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 other uses and "Applications" rests with the Woodhaven Elder Housing Committee.

Neither the Woodhaven 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 made at least one (1) week prior to use. (We appreciate that sometimes due to unpredictable circumstances there is less notice and will try to act accordingly)
- 2) At that time of "Application" the Event Coordinator's Contact Person should be named. The Calendar Coordinator will notify applicant of approval ASAP.
- 3) If event is cancelled, the Calendar Coordinator should be notified immediately.
- 4) 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.

- 5) They or their designee is responsible, if applicable, for acquiring and returning the Woodhaven Key at the Police Station. They are 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.
- 6) Approx. number of people attending meeting/program must be posted on calendar and application form.
- 7) 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".
- 8) 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.
- 9) 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.
- 10) Woodhaven Residents do not have a curfew. *After 10 PM. every effort should be made to quietly use this room and quietly exit the room and or building.*
- 11) Private and COA events must end by 10:00 p.m. Efforts should be made to depart the building and parking lot quietly.
- 12) Applicants should be aware of the Woodhaven Cleaning Service posted days and times and make every attempt to work around this important service.
- 13) Chairs (24), square tables (8), long tables (4) televisions, DVD equipment and use of kitchen area are available. An Equipment Manual is located in the locked kitchen storage closet.

Please follow usage directions.

- 14) Refreshments may be served and must be consumed in the Community Room. All left over food must be removed from room or, if placed in refrigerator, dated and removed within 24 hours.
- 14a) Per Department of Public Health Recommendations:
All dishes, utensils etc. must be washed in the dishwasher.

Outside groups using the facility should bring in their own paper products and utensils.

- 15) All garbage, recyclables and trash must be removed from the premises.
- 16) Thermostats (4) and AC policies are posted and must be adhered to. For consistent heat throughout room all 4 thermostats should be set at the same temperature. (Putting the heat up to 80 degrees does not mean the room will heat up faster)
- 17) Smoking of any kind, including electronic cigarettes, is prohibited in and on Woodhaven Property.
- 18) No open flames of any kind are allowed.
- 19) Nothing may be hung on the walls without permission.
- 20) Tables should be covered when glue, paint or other materials that could mark furniture are used.
- 21) Applicant may not use amplification, microphones, or music without prior approval of EHC or Community Room Calendar Coordinator.
- 22) Applicant is responsible for all damage to building, equipment, furniture, including slipcovers, carpeting or fixtures during their use of the Community Room
- 23) A Room Usage Checklist must be followed when leaving the premises.
- 24) Woodhaven Key is available @ the Sherborn Police Station and must be returned after the event.
- 25) Failure to comply with these Regulations and Procedures may jeopardize applicant's future use of the room.