



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **Eno Memorial Hall - Facility Use Guidelines** **ADOPTED BY THE BOARD OF SELECTMEN JULY, 2010** **REVISED JANUARY 1, 2019**

### **I. Purpose**

The Eno Memorial Hall Facility Use Guidelines have been developed to provide a facility for Town functions and resident use while managing the Town's operating costs for this historic building. The Board of Selectmen reserves the right to modify or change this policy at any time or for any specific function.

The Daughters of the American Revolution (DAR) Room is for the sole and exclusive use of the DAR and does not fall under this policy.

### **II. Effective Date**

This Policy shall be effective immediately and shall remain in effect until revised or rescinded.

### **III. Hours Building is Available for Rental:**

Monday to Thursday	8:30 AM to 10:00 PM
Friday	8:30 AM to 11:00 PM
Weekends	7:00 AM to 11:00 PM
Holidays	Closed

The hours listed are not the normal operating hours for this facility and represent the hours available for rental. The Town reserves the right to limit the available times for building rental based on staff availability. Exceptions to these hours are permissible with the written authorization from the Director of Public Works or his/her designee. All guests are asked to be out of the building at closing time.

### **IV. Permitted Uses/Prioritization of Groups**

Eno Memorial Hall may be used for community-based events by Town organizations and Simsbury based non-profit groups. Use will be limited to the available hours for the building. In priority order, groups permitted to use the facility include:

- 1) Town sponsored programs and events
  - o Meetings of official Town boards, Board of Selectmen, Board of Finance, Board of Education, Commissions, and Advisory Boards
  - o Meetings or activities sponsored by Town Departments or Town Agencies
- 2) Other Governmental Agencies
- 3) Party caucuses or Town Committees
- 4) Charitable service organizations and recognized non-profit groups
  - o Groups whose primary function is to serve the greater good of Simsbury, such as: VFW, American Legion, Lions, Boy/Girl Scouts, etc.

- 5) Community Groups (membership consisting of at least 50% Simsbury residents), such as: theatre and performing arts groups, political committees, little league, sports clubs, card clubs, hobby clubs, religious organizations, condo associations, etc.
- 6) Fundraising activities sponsored by community or political groups other than those listed above

## V. Restrictions

- Eno Memorial Hall is not to be used for private parties of any kind.
- Alcoholic beverages are not permitted.
- Use of tobacco products of any kind is not permitted.
- Any decorations must be in conformance with the Eno Memorial Hall Decoration Guidelines. Please see addendum for guidelines.
- The piano located in the Auditorium will not be moved.
- Groups may not store materials or supplies in the building. Everything brought into the building, must be removed the same day as the event\*. There is no storage available in the building.

\*Sets for plays and other performances may be permitted to be stored on the stage provided it does not conflict with any senior center activities and can be completely hidden behind the curtain.

## VI. General Rules

- A responsible person, whose name and contact information must be provided on the Facility Use Request Form application, must be present to admit participants and supervise activities. Such person(s) shall remain in the designated area until all participants and spectators have left, and shall be responsible for the security of all furniture and materials in the room(s) used and all equipment used.
- Any individual or group using disruptive or abusive language, unacceptable behavior, or otherwise creating a hostile environment will be asked to leave the premises.
- Children under the age of 16 will not be left unattended.
- Only service animals are permitted inside Eno Memorial Hall, all other pets are not permitted.
- No alterations or additions to grounds, facilities or equipment shall be made without prior approval of the Director of Public Works. No nails, tacks or tape may be used on the walls.
- Any decorations must follow the Eno Memorial Hall Decoration Guidelines.
- A group using any a Town facility must reimburse the Town at full cost for any damages to Town property or equipment. The facility must be left clean and in good condition, or the group will be assessed additional custodial fees.
- Parking of vehicles, including those off loading or loading equipment must be in designated parking spaces in the parking lot. No vehicles are allowed on the grass areas or front entry beyond the sidewalk at any time. No vehicle is allowed to be driven or parked on the flagstones in the front of the building.
- Use time shall include time to set up and take down equipment and settings. Groups may not be permitted to access the space before designated start time; and shall not be permitted to remain past designated ending time. All guests, regardless of use permit must exit the

building by its closing time. All non-Town property shall be removed by the group using the facility at the end of the activity.

- Any group intending to serve food in a space where that is permitted must obtain a food permit from the Farmington Valley Health District and present that to the Senior Center Coordinator at least a week prior to the event.
- All advertising and public notices of events held in Town facilities must clearly designate the organizational sponsorship. An organization or group may not use any Town facility for its official address. An organization or group can't use any official Town logo in its marketing materials for events being held on Town premises unless the Town is an official co-sponsor of the event.
- Use of Town buildings and grounds does not imply endorsement, support, or co-sponsorship by the Town of the activities that take place or the beliefs of the group using them. Groups or individuals using Town facilities may not imply that the event or program is sponsored, co-sponsored, or endorsed by the Town in any advertising or publicity.
- Meeting space will not be available for use in the event that a Town building is closed due to emergency conditions, exigent circumstances, or inclement weather.
- Groups which fail to adhere to the stipulations in this Policy will be denied future access to use of Town facilities.

## **VII. Available Rooms**

*Auditorium:* Maximum capacity of 284 persons for performances or 156 persons with tables and chairs. The auditorium is only to be used by groups of 25 persons or more. Food service is permitted.

*Youth Room:* Maximum capacity of 72 persons. Food service is permitted.

*Old Court Room:* Maximum capacity of 49 persons. Food service is permitted.

*South Conference Room:* Maximum capacity of 34 persons. Food service is not permitted. Light refreshments may be setup outside the room in the hallway/rotunda.

Room has exercise equipment set-up at one end of the room.

*Kitchen:* Use of the kitchen requires \$25 per day fee and a \$200 security deposit. Groups using the kitchen are responsible for cleaning the kitchen after their use and taking away all food and beverages brought into the building.

\*Maximum room capacity should not exceed the posted occupancy set by the Fire Marshal.

## **VIII. Reservation Policy**

Groups interested in using Eno Memorial Hall can contact the Simsbury Senior Center Monday 8:30 to 7:00, Tuesdays thru Thursday 8:30 to 4:30 and Friday 8:30 am to 1:00 ~~4:30~~ pm at (860) 658-3273. Facilities will be allocated according to priorities outlined in Section IV of this Policy. From time to time, the Town may have to rescind its granting of meeting/activity space for groups ranked higher on the priority listing. This bumping is anticipated to be infrequent and only due to exigent circumstances. For large events, the Town will provide one month notice when possible. If the Town has to rescind its approval of a space, the Town will refund any monies already paid. The Town will not be responsible for any costs incurred by an

organization resulting from rescinding a previously approved use of Eno; this does not include fees paid to the town that will be refunded.

For re-occurring events rooms may be “penciled in” on an annual basis running from July 1st to June 30th. Staff will attempt to schedule other activities around the penciled in dates, however, these dates are subject to change or cancellation.

**IX. Cancellation Policy**

Groups that cancel an event with less than 24-hours’ notice or are a “no show” will be charged a \$50 custodial fee for the room setup. Groups may not use the facility until all balances are paid in full. Consideration for adverse weather events will be given.

**X. Large Events (50 people or more or using the auditorium):**

Groups larger than 50 people or requiring the use of the auditorium must provide a certificate of insurance to the Town and pay a room use fee. Rates for large groups and the auditorium are included in on the attached fee structure. Large groups may be required to obtain additional Town permits and hire security staff.

**XI. Fees and Security Deposit**

The Board of Selectmen will adopt a fee schedule for various Eno Memorial Hall facility use charges which may be amended by the Board from time to time. Custodial fees for Eno Memorial Hall are \$200 for the first four hours and \$50/hour for each additional hour, or as may be amended from time to time. Being approved for a rental fee waiver does not waive the custodial fees you or your organization will be charged. All estimated fees and a security deposit of \$250.00 will be required to be paid at least 7 days in advance of the event. The security deposit will be returned after it is determined that there is no damage to the building caused by the event. In the event that it is determined damage was caused, the security deposit will not be returned and the Town reserves the right to charge you or your organization for the cost to repair any damages.

**XII. Fee Waivers**

Requests for fee waivers can be filed by completing the “Eno Memorial Hall Room Rental Request for Waiver of Rental Fee” form on the Department of Public Works webpage. The Director of Public Works has the authority to approve or deny requested fee waivers based on criteria stated in this policy for groups that provide a significant cultural and civic benefit directly to the Town of Simsbury. In his/her absence the Town Manager, or Deputy Town Manager, has the authority to approve or deny requested waivers.

Administrative approvals are for Eno Memorial Hall facility fee waivers requested by non-profit agencies and individuals, non-profit groups maintaining or adding to the Town’s infrastructure and assets or non-profit groups fundraising to support town of Simsbury programs and services. Fee waivers may not be granted more than twice per calendar year to any one organization. Fee waivers do not apply to custodial fees.

Economic Development Commission (EDC) approvals will be needed if a non-profit agency is requesting a fee waiver citing that the use of Eno Memorial Hall is supporting Economic Development in town.

### **XIII. Insurance & Hold Harmless**

- The Town reserves the right to require any applicant to have a certificate of insurance on file providing proof of current, valid coverage. In some instances, a certificate of insurance may be required before permission is granted for use.
  - When a certificate of insurance is required, “Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070” should be named as additional insured on the policy. The following minimum limits will typically apply: \$1 million general liability; \$1 million excess/umbrella liability; statutorily required workers compensation coverage plus \$1,000,000 employer’s liability (if the user will have paid employees on the premises). The Town reserves the right to amend or add to these coverages as necessary.
  - If a group does not carry the requisite insurance coverage, or wishes to obtain an event-specific policy, it can purchase special event coverage through the Town’s Tenant User Liability Insurance Program (TULIP). TULIP, which is administered through the Town’s insurer, provides liability and property damage coverage for the event, and the Town is automatically listed as additional insured; the premium will be based on the nature of the event. Users may contact the Town Manager’s Office for additional information.
- The Town of Simsbury carries liability and property insurance to cover property and equipment owned by the Town; this insurance coverage does not extend to property or persons from an outside agency, group, or organization listed in #2-#7 of Section IV of this Policy. Any other kind of insurance coverage is the responsibility of the user.
- The renter hereby agrees to defend, indemnify and hold harmless the Town and its officers, directors, employees, agents, servants, successors and assigns (collectively, the “the Town Indemnitees”) against all suits, claims, damages, losses, liabilities, costs and expenses of every nature arising out of or as a consequence of the acts, omissions or negligence of Renter in performance of this Rental Agreement or use of the Facility hereunder.



APPENDIX A  
RESERVATION FORM

**Eno Memorial Hall**

754 Hopmeadow Street, Simsbury, CT 06070

Phone: (860) 658-3273 / Fax: (860) 408-7046

[dolson@simsbury-ct.gov](mailto:dolson@simsbury-ct.gov)

**User Agreement/Room Rental**

Group Name: \_\_\_\_\_

Title of Meeting/Event: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ # of Attendees: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Group Classification:

Town Organization       Charitable Service Group       Community Group

Room(s) Requested: (Rooms are subject to change without notice)

Auditorium       Old Court Room       Youth Room       Craft Room

South Conference Room       Kitchen

Food Service: Yes \_\_\_\_ No \_\_\_\_ If yes, please describe (type of beverages, snacks, meals, etc.)

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Room Set-Up Diagram(s) Attached? Yes \_\_\_\_ No \_\_\_\_

Insurance Certificate Submitted: Yes \_\_\_\_ No \_\_\_\_

(Insurance is required for groups larger than 50 people)

Rental Fee: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_

**Cancellation Policy:**

**Groups that cancel an event with less than 24 hours' notice or are a "no show" will be charged a \$50.00 custodial fee and groups will not be permitted to use the facility until all balances are paid. Considerations for inclement weather will be given. If an event must be cancelled by Town staff due to inclement weather, all fees will be refunded in full.**

**Restrictions:**

- **Eno Hall may not be used for private parties of any kind.**
- **Alcoholic beverages are not permitted without a Town-issued liquor permit and Board of Selectman approval.**
- **Everything brought into the building must be removed the same day as the event/meeting.**
- **All groups are responsible for leaving the facilities in the condition they were found.**

**I have read the Eno Facility Use Policy and fully understand and agree to comply with the rules for the use of this Town facility. As signatory for this event, I accept responsibility for all actions of the participants in this event.**

*Printed Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

# Eno Memorial Hall Decoration Guidelines

## A. Purpose

Because Eno Hall is a very active community center and it also has great architectural importance, recognized by the National Register of Historic Places, the Town of Simsbury would like to efficiently maintain both the building's beauty and its active use.

## B. Exterior

1. No decorations may be installed on the building, grounds or landscaping without prior written permission.

## C. Interior

1. Nothing may be affixed to painted, wallpapered, wood or stone surfaces.
2. Decorations may be hung on glass surfaces using painters' masking tape (blue masking tape). No other adhesives are acceptable; no duct tape, staples, tacks, nails, or self-stick products may be used
3. Nothing may be suspended from the ceiling tiles or supports, curtains or blinds.
4. Nothing may be stuck to the carpet.

## D. Safety Regulations

1. Fire doors must remain clear and closed as appropriate
2. Clear fire lanes within each room must be maintained (7') as designated by the Fire Marshal, i.e. tables and chairs cannot block the safe egress from the room.
3. No covering the lights.
4. Entrances/exits must remain clear.
5. No shredded mylar, confetti, or silly string as they are extremely combustible.
6. No open flames.

## E. Procedures

1. Please send in a sheet detailing the decorations as planned, and any electrical needs if out of the ordinary (light systems, sound systems, plug cords, etc.). If you have further questions about fire regulations, you may wish to call the Town Fire Marshal at (860) 658-1971
2. Temporary equipment must gain approval through the Director of Public Works, and must be placed appropriately for clearance around machines, their use, and any electrical needs.
3. An appropriate reimbursement will be assessed for any damage to the building



# Town of Simsbury

## Eno Memorial Hall - Fee Structure

### Week Day - Large Group Fee:

*Large Group is 50 persons or more*

	Old Court Rm	Youth Room	Kitchen*	Auditorium		Entire Building
Group Size:	< 50	50 - 90	n/a	<-150	150+	< 500
First 4 hours	NA	\$ 35	\$ 35	\$ 100	\$ 150	NA
Each additional hour	NA	\$ 15	\$ 10	\$ 15	\$ 35	NA

### Weekend/Holiday Fee Structure:

	Old Court Rm	Youth Room	Kitchen*	Auditorium		Entire Building
Group Size:	< 50	< 90	n/a	< 200	200+	
First 4 hours	\$ 400	\$ 400	\$ 100	\$ 800	\$1,200	\$ 2,500
Each additional hour	\$ 50	\$ 50	\$ 15	\$ 150	\$ 200	\$ 400

\* Fees for kitchen use are concurrent with fees for other rooms. Kitchen is to be cleaned by occupants before leaving.

\*\* Charitable Service Organizations as defined by the Eno Facility Use Policy will receive a 50% discount on the rates shown above.

Adopted by the Board of Selectmen on November 26, 2018

**ENO MEMORIAL HALL REQUEST FOR WAIVER OF RENTAL FEE**

*Please note that if room rental fee is waived, custodial charges will still apply*

Group Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date(s) of Function: \_\_\_\_\_

Time: from: \_\_\_\_\_ to: \_\_\_\_\_ Anticipated # of Participants: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Are you a non-profit supporting Simsbury residents? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will you be using stage lighting? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have fees been waived in the past? \_\_\_\_\_ If so, provide date(s): \_\_\_\_\_

Will this event provide financial support to a Town of Simsbury program, service, or asset?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, in what way? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will this event provide an economic development benefit to Simsbury? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, in what way? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will tickets be sold for this event? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, where do proceeds from ticket revenue go and how much is being charged per ticket? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant

Date Submitted

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INTERNAL USE ONLY

Request Approved: Yes: \_\_\_\_\_ No: \_\_\_\_\_ N/A (econ dev benefit see below): \_\_\_\_\_

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Thomas J. Roy, P.E.  
Director of Public Works

Date Approved or Denied

For Fee Waiver Requests based on an economic development benefit, Economic Development Commission (EDC) approval/denial is required:

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Thomas J. Roy, P.E.  
Director of Public Works

Date Approved or Denied by EDC