



TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-369

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SELECT
BOARD

TOWN
MANAGER

POLICY FOR 44 MAIN STREET COMMUNITY BUILDING USE

The Orleans Community Building at 44 Main Street is a 3,848-square-foot facility that was built in 1935 and operated as a Fire House until the late 1950's. The mission of the Orleans Community Building is to provide occasional, temporary indoor and/or outdoor space for local non-profit, civic, and public organizations and Orleans residents (year-round residents and nonresident taxpayers) to engage in recreational, social, educational, cultural, community service, civic, and governmental activities. The Orleans Community Building provides opportunities for people of all ages to participate in a wide range of legally permitted activities and programs that enrich, educate, foster support, and enhance the Town of Orleans community, and promote mental and physical well-being.

PERMITTED ACTIVITIES DURING RENTAL USE: Meetings, functions, farmers markets, gallery exhibits, educational classes, workshops, or any other similar gatherings by local non-profit organizations, and private functions for Town of Orleans taxpayers are allowed. Live or recorded music or entertainment without an admission fee may be permitted but requires an approved Entertainment License.

FORBIDDEN ACTIVITIES AT ALL TIMES: Service, consumption, and or sale of goods that are controlled or prohibited by local, state or federal law are strictly prohibited. The sale of merchandise, goods, or services by private for-profit entities is not allowed unless the event is sponsored by the Town of Orleans and benefits the Town of Orleans.

HOURS OF OPERATION: The Community Building is available to be rented by local non-profit, civic, public, and governmental organizations or resident or non-resident taxpayers of Orleans in two-hour BLOCKS, Monday through Friday from 8:30 a.m. to 4:30 p.m., subject to space availability. Limited rental use may be available after 4:30 p.m. and on weekends, depending on staffing,. The facility use must be approved by the Town Manager or his/her designee. The total building occupancy and capacity load is 85, as determined by the Building Commissioner.

RENTAL FEES: The rental fees shown below are for the entire available space, including Parish Park for two-hour blocks of one use, including set-up before the event and break-down and clean-up after the event. Bookings for less than two hours will not be considered. Multiple events for up to three consecutive days and/or a maximum of six times of non-consecutive days are calculated based on the one-time use fee multiplied by the number of events. Only one entity is permitted to use the building at any given time. If the rented time is past 4:30, the after-hours/weekend rental fees apply. The facility use rental fees must be paid with the application.

RENTAL FEES PER 2-HOUR BLOCKS:

Applicant	Weekdays (Mon-Fri) 8:30 am–4:30 pm	4:30 pm – 9:00 pm and weekends (Sat-Sun)
Non-Profit Organizations	\$25	\$115
Individual Orleans Taxpayer	\$50	\$140

THE SPACE FOR RENT

1. A Multipurpose Activity Room shown as Room #1 on the attached floor plan is 35' by 22' indoor 770 square feet open floor space with a seating capacity of 50.
2. A small Conference Room shown as Room #3 on the attached floor plan is 12' by 16' and space of 192 square feet with a seating capacity of 8.
3. A Small Room with a sink shown as Room #5 on the attached floor plan is 13' by 14' with a sink and space of 182 square feet and a seating capacity of 6.
4. Parish Park is an open outdoor recreational space that is also accessible to the public and can be reserved for use under this policy.
5. Restrooms that are also open to the public daily from 8:00 a.m. to 8:00 p.m.

PARKING: The Orleans Community Building's parking lot has a total of 21 parking spaces. 16 parking spaces including 2 handicapped parking spaces are located in the back of the building and three in front of the building on Main Street. The parking lot and the parking spaces on Main Street are public and space availability is on a first-come, first-served basis, and parking availability cannot be guaranteed.

APPLICATION PROCESS AND APPLICANT'S RESPONSIBILITIES: To reserve a space in the Orleans Community Building, one must fill out, sign and submit an **Application for 44 Main Street Community Building Use**, available at the Town Manager's Office, Recreation Department or online at www.town.orleans.ma.us/recreation. Please call 508-240-3700 x 2415 with any questions about this policy or the application for 44 Main Street Community Building Use.

When reserving space for multiple dates, one application can be filled out for a maximum of six (6) times of use and no more than three (3) consecutive days. Space will not be reserved until application fees for the building use are received. Town groups and activities take priority in scheduling usage of the Community Building. All other reservations are on a first-come, first-served basis, subject to availability. In some cases, depending on the intended use, listing the Town of Orleans as "additional insured" on the applicant's insurance policy may be necessary.

- All Community Building reservations are made based on the availability of building space.
- Rental fees shall be paid by all groups other than those sponsored by Town of Orleans departments, boards, and committees.
- A responsible person with contact information must be designated for the facility use.
- The number in attendance at any event must conform with capacity limits and safety regulations for the Town's Building Commissioner.
- Room(s) Set-up, breakdown and trash removal are the responsibility of the applicant. The space shall be left at the same condition as it was prior to the approved space use.
- If any items are left behind, the applicant forfeits the right to recover them, as the Town of Orleans will not take any responsibility for storing items left behind.
- The facility user(s) are responsible for any damage incurred to equipment, furnishings, or the facility.
- All checks for rental fees shall be made payable to the Town of Orleans.
- Fees are non-refundable and are made to the Town of Orleans to cover expenses related to heating, cooling, electricity, cleaning, and maintenance of the space.
- For any renters providing services to unattended by parent or guardian children under 18 years of age and elderly above 65 years of age, the following documentation must be provided prior to the beginning of an approved facility rental:
 - ◊ A business license or professional license as applicable.
 - ◊ A certificate of general liability insurance naming the Town of Orleans as an additional insured for \$1,000,000, as may be required by the Town Manager.
 - ◊ A completed CORI Check.
- The applicant shall agree in writing to indemnify and hold harmless the Town of Orleans, and all of its officers, employees, volunteers, and agents from any claims asserted by any person for

damages for personal injuries including loss of life and/or loss of property and arising from or related to an event or incident occurring on or about the Orleans Community Building and/or grounds at Parish Park, in use during the event.

FOOD SAFETY: Some groups **and organizations** using space in the Orleans Community Building may wish to serve refreshments during their gatherings. Strict Health Department requirements govern this process. The information below has been provided by the Orleans Health Department. The food code does not require a permit for:

- An establishment that offers only prepackaged foods that are not time/temperature controlled for safety foods.
- An operation that only offers whole, uncut fresh fruits and vegetables, unprocessed honey, pure maple products, or farm-fresh eggs that are stored and maintained at 45 °F (7.2 °C) or below.
- A residential kitchen if only food that is not time/temperature controlled for safety food, is prepared for sale or service at a function such as a charitable or religious organization's bake sale if allowed by law and if the consumer is informed by a clearly visible placard at the sales or service location that the food is prepared in a kitchen may not subject to regulation and inspection by the regulatory authority.
- Please contact the Health Department at 508-240-3700 x 2450 to confirm if any permits are required.

Adopted 10/11/2023

ORLEANS COMMUNITY BUILDING AT 44 MAIN STREET
FLOOR PLAN
SCALE 1/8" = 1'

