



COMMUNITY CENTER RULES & GENERAL INFORMATION

At the conclusion of your event the Chilmark Community Center (CCC) should be left in the exact same manner in which you found it. Please review the following checklist to use as a guideline when cleaning the premises:

- Doors and windows should be shut and properly secured.
- All tables and chairs are to be wiped clean and neatly stacked and stored, organized in the racks and put back in chair room. Please do not drag tables and chairs across the floor.
- All garbage must be removed from the premise at the end of your event.
- All bathrooms must be cleaned and garbage cans emptied.
- Kitchen must be left clean, including wiping down all counters, sinks, stove, refrigerator and freezer.
- All floors must be swept and washed.
- All items used to decorate rooms (tape, tacks, pushpins, nails, etc.) must be completely removed from walls, ceilings, doors etc. at the end of your event.
- Police the outside grounds for any debris left behind such as cigarette butts, bottles, cups, napkins etc. and dispose of them properly after your event has concluded.

GENERAL INFORMATION:

- The CCC is primarily for Town-related business and Town resident use. A non-resident can be sponsored by a Town resident to have an event at the Center but the sponsor must attend the event. Some events may require approval from the Board of Selectmen.
- Excessive drinking is not permitted on the premises and is the responsibility of the lessee and/or sponsor to enforce
- The CCC has a maximum occupancy capacity of 250 people. There are 250 chairs: 100 metal, 100 plastic, 50 padded. Banquet tables: 10 8ft and 2 6ft. 4 quarter round tables. Tables and chairs are available to use and/or borrow for no cost but donations are encouraged.
- Under the Clean Indoor Air Act, smoking is not permitted within any Town building.
- There is a "No Noise" Policy according to State law from 10:00 p.m. to 6:00 a.m. Therefore, no amplified music can be played after 10:00 p.m.
- Requests to put up any type of tent must be PRE-APPROVED by the Selectmen & Building Inspector
- Please note when renting the CCC for your event, you are allowed to be at the CCC for that time only. Please do not assume it is okay to unload, set-up, or allow rental companies to come in sooner than the day you begin your rental, unless approved by the CCC scheduler.
- A security/cleaning deposit of \$200.00 is mandatory, prior to occupying the CCC for your event. Your security/cleaning deposited will be refunded to you on the condition that the above outlined rules are *strictly* followed. Checks should be made payable to the Town of Chilmark.
- There is a \$200.00 rental fee for rehearsal dinners and adult parties. Checks should be made payable to the Town of Chilmark. No refunds on deposits if events are canceled.
- There is a \$400 rental fee for weddings. The wedding fee includes one (1) day for event set-up, one (1) day for event and one (1) for breakdown/clean up. Checks should be made payable to the Town of Chilmark. No refunds on deposits if events are canceled.
- There is a \$50.00 rental fee and a \$50.00 cleaning deposit for Children's parties.
- There are **no public events** allowed **June 25 through August 25** due to the CCC Summer Program.
- There are no commercial events allowed at the CCC.
- **Please call (508) 645-2100 ext. 0 to inquire or book a CCC event.**
- http://www.chilmarkma.gov/Pages/ChilmarkMA_WebDocs/rentals