



# Town of Barnstable BARNSTABLE RECREATION



JOHN GLEASON  
Recreation Director

141 Bassett Lane, Hyannis, MA 02601

T: 508-790-6345 | F: 508-790-6279 | E: John.Gleason@town.barnstable.ma.us

## COMMUNITY BUILDING PERMIT APPLICATION

### INSTRUCTIONS

1. Complete each section of the application.
2. We strongly suggest providing alternate dates, times, and locations.
3. Return application to the Recreation Office (141 Bassett Lane, Hyannis)
  - a. **Fax:** 508-790-6279 or **Email:** Sandra.Merritt@town.barnstable.ma.us
4. Please do not attach or enclose deposits unless expressly instructed to do so.
5. Those who claim non-profit status must submit tax exemption certification (501) (c)(3) from the state or be charged as per the Fee Schedule
6. Facility use may not exceed 6 hours (includes setup, rental, and cleanup).
  - a. Director may approve special permit requests.
7. Application must provide a \$100 security/key deposit.

### RECREATION BUILDING AVAILABLE TO RENT:

1. Centerville Recreation Building: 524 Main Street, Centerville
2. West Barnstable Community Building: 2377 Meetinghouse Way, West Barnstable

Renters Name: \_\_\_\_\_ Day(s) of the week: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Space renter (circle):      West Barnstable (Large Room or Small Room)      Centerville

Does your group have liability insurance? \_\_\_\_\_ If yes, what amount? \_\_\_\_\_

Is your group officially organized as a non-profit? (circle) Yes (documentation required)    No

Purpose: \_\_\_\_\_

Head Count: \_\_\_\_\_ Admission to be charged: \_\_\_\_\_

Group Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Credit Card (Visa or Master Card): \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Director's Approval: \_\_\_\_\_ Date Approval: \_\_\_\_\_

Director's Notes: \_\_\_\_\_ Fee: \_\_\_\_\_

## DIVISION POLICIES

1. Misrepresentation of building use will result in the forfeiture of all rental fees and security deposit.
  - a. \$100 security/key deposit
  - b. Applicant will be responsible for any damage over the security deposit fee.
2. The applicant/permit holder must be a Town of Barnstable resident. If not, fees are doubled.
3. All town by-laws and ordinances must be adhered to.
  - a. Smoking is prohibited in any part of the building or grounds
  - b. Alcohol is not is prohibited in any part of the building or grounds
4. The key must be picked up during the designated time by Recreation staff and returned within 3 days after use.
5. The persons, groups, or organizations permitted to use the facility will name an adult supervisor (listed as the Applicant) who will be responsible for supervising the activity and seeing that all the rules are upheld.
  - a. Cleaning Checklist will be provided and responsibility falls on applicant to complete.
  - b. Cleaning Checklist will be returned to Recreation Division with the key after use.
6. All groups are responsible for damages and losses to the premises or equipment during the permit period.
7. You may only occupy the building during the times listed on your application. If your group is found to be in the building at other times, additional charges will be incurred (based on fee chart). Additionally, under no circumstances may the building be occupied prior to 8:00 AM or later than 8:00 PM.
  - a. This is a Community Building; expect other groups to follow your use.
8. The town assumes no responsibility for damages or losses to Applicant's equipment.
9. Set-up of equipment, tables, chairs, etc. will be done by the Applicant.
10. All equipment moved shall be placed back in its original position.
11. All trash shall be picked up from the floors and tables/chairs wiped clean.
12. All trash must be disposed of in plastic bags and removed from the facility.
13. The following items are not allowed in the facility:
  - a. Glass Bottles
  - b. Open flames for cooking
  - c. Inflatable devices (ex: bounce house)
  - d. Glitter
  - e. Confetti
14. No decorations may be hung from doors, window, and trim (balloons, banners, etc.). Only painters tape may be used to secure anything to walls. All painters tape must be removed during clean up.
15. All lights shall be turned off and all exterior doors locked when leaving the building.
16. All windows shall be closed when leaving the building.
17. Vehicles are to remain on the pavement at all times.

### COMMUNITY BUILDING USE PRIORITY

The following groups/organizations will be given priority as follows:

- Those local, non-profit organizations which primarily serve youth and youth groups. Examples include Civic Associations, Scouts, etc.
- Cultural, educational, or governmental institutions offering a service to the public for which no fee is charged. Examples include AA, Civil Defense, etc

### FEE INFORMATION

Rental charges for facility use will be determined according to classification. No fees will be charged to Town, State, and/or Federal governments for use of any of the buildings. Civic Associations will also not be charged for use of the buildings.

1. Groups who claim non-profit status must submit tax exemption certification (501) (c)(3) from the State.
2. An annual permit is required for user groups utilizing any facility for 9+ months in a fiscal year.
3. Fees are assigned yearly by the number of days per week a group utilizes a facility.
  - a. (1 day/week = \$600, 2 days/week = \$1,200, etc.)
4. Permits are valid from July 1st thru June 30th unless otherwise specified on the permit.

### ANNUAL FEES

Community Buildings	Annual Non-Profit w/ certification (No fee)	Annual Non-Profit w/ certification (Fee charged)	Annual Not-For-Profit w/o certification (No fee)	Annual For Profit (Fee charged)
Centerville	\$100	\$200	\$600	\$800
West Barnstable	\$100	\$200	\$600	\$800

### ONE TIME FEES

Community Buildings	Non-Profit w/ certification (No fee)	Non-Profit w/ certification (Fee charged)	Not-For-Profit w/o certification (No fee)	For Profit (Fee charged)
Centerville	\$10/3 hours	\$20/3 hours	\$60/3 hours	\$80/3 hours
West Barnstable	\$10/3 hours	\$20/3 hours	\$60/3 hours	\$80/3 hours



Town of Barnstable  
**BARNSTABLE RECREATION**



JOHN GLEASON  
*Recreation Director*

141 Bassett Lane, Hyannis, MA 02601  
T: 508-790-6345 | F: 508-790-6279 | E: John.Gleason@town.barnstable.ma.us

COMMUNITY BUILDING  
CLEANING CHECKLIST

Renters Name: \_\_\_\_\_ Date of event: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Space renter (circle): **West Barnstable (Large Room/Small Room)** **Centerville**

FACILITY SPACE	CLEANING/CLOSING REQUIREMENTS
MAIN ROOMS/ BATHROOMS	<ul style="list-style-type: none"><li>○ Remove all personal items from the building</li><li>○ Sweep floors of all debris</li><li>○ Wiped out spills on the floor</li><li>○ Table tops wiped down</li><li>○ Chairs wiped down of spills &amp; food</li><li>○ All tables and chairs moved back to appropriate location</li><li>○ Remove all trash from the facility</li><li>○ Place new trash liner in all trash barrels</li><li>○ Close all windows</li><li>○ Clean chalkboard (if applicable)</li><li>○ Lock door of the facility</li></ul>
CLEANING SUPPLIES	<ul style="list-style-type: none"><li>○ Broom/Dust Pan</li><li>○ Dry mop</li><li>○ Mop</li><li>○ Trash Bags</li></ul> <p><b>Centerville:</b> All supplies will be located in supply closet <b>West Barnstable:</b> All supplies will be located near the bathroom or supply cabinet in the basement</p>

Signature: \_\_\_\_\_ End Time: \_\_\_\_\_

