

Brunswick Parks & Recreation Department

WELCOME CENTER

Facility Use Request Form

The Brunswick Welcome Center was designed to be used as a central activity hub for Brunswick's New Mainer community to gather, meet with entities and individuals who provide needed assistance and services, learn and socialize. Requests for use of the space will be governed by the Building Use Priority Policy. Requests will be honored in a timely manner.

Name of Organization:

Name of Contact Person:

Phone:

Address:

E-Mail Address:

Requested Space (check all that apply)

Community Room (30 max)

Kitchenette

Office/Computer Room

Other (such as outdoor space/parking lot):

Rental Date:

Number of People:

Is this a reoccurring event: YES NO

Event Start Time:

Event End Time:

Type of Event:

What will the space be used for:

Will you be charging an entry fee: YES NO

Are you a Non-Profit: YES NO

Are you providing Food: NO YES

If Yes, will you be charging/free:

If Yes, brief description of food:

Please use this space to let us know if you need a specific set up for this event or any setup and take down time:

While using this facility, I agree to abide by the following regulations:

- *A certificate of insurance naming Town of Brunswick as an additional insured with a minimum \$1 million general liability per occurrence, and \$2 million in general aggregate, must be submitted with this request.*
- *The use of any Parks & Recreation Department equipment or staff assistance must be arranged for in advance.*
- *The organization named above is responsible for all damages or missing property which occur during their use.*
- *There is **no smoking** at any town park or recreation facility, or any other area identified in the town's Code of Ordinances (Article V - Parks and Recreation Areas, Section 14-124).*

Signature of Applicant:

Today's Date:

INTERNAL USE ONLY

Parks and Facilities Manager (Dennis Wilson)

Deputy Director, Parks and Recreation (Sabrina Best)

Director, Parks and Recreation (Thomas Farrell)

Comments:

Charges:





Town of Brunswick, Maine

Parks and Recreation

The Welcome Center Building Use Priority Policy

The Brunswick Welcome Center was designed to be used as a central activity hub for Brunswick's New Mainer community to gather, meet with entities and individuals who provide needed assistance and services, learn and socialize. The Welcome Center is located within the Brunswick Recreation Center and use of the space will be governed by this policy. The Welcome Center spaces are defined as the; Community Room, kitchenette and three office spaces. The Welcome Center will be utilized in the following capacity and priority:

- 1.) Town of Brunswick sponsored program/services that are designed for the Brunswick New Mainer population will have the first priority to schedule this facility. This includes staff or organizations with a current Memorandum of Understanding (MOU) to operate within the Welcome Center space to support refugees, immigrants and asylum seekers through advocacy, trainings, and access to direct services. (Examples; budgeted staff member such as a "Cultural Broker", Immigrant Resource Center of Maine, Brunswick Human Services Department).
- 2.) Brunswick Parks and Recreation Department sponsored programs that are designed for the Brunswick New Mainer population will have the second priority to schedule the facility. This includes recreation programs that are organized and programmed at least 50% through the Parks and Recreation Department and 50% with an independent contractor, organization, or local group where the funds and registrations are being collected by the Parks and Recreation Department. (Example: English Speaking Classes, Back to School event, Water Safety Clinic).
- 3.) Any local community group, organization, or non-profit looking to offer a Brunswick New Mainer related program FREE to the community. (Examples; Mid Coast Hunger Prevention, Merrymeeting Adult Education, Midcoast Literacy, DHHS, General Assistance, Brunswick School Department, Sexual Assault Support Services, T.E.A.N Volunteer Group, ProsperityME, Immigrant Legal Advocacy Project, Southern Midcoast Career Center, Midcoast New Mainers). This 'Welcome Center Program/Event Guideline' will be followed, and facility use request forms submitted appropriately for use of space. Proper insurance certificate will be required listing the Town of Brunswick as an additional insured with General Liability Limits in the amounts of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Rental fees may be required for special equipment requests, additional cleaning or special staffing needs and will be at the discretion of the Parks and Recreation Director.
- 4.) Brunswick Parks and Recreation programs that are offered 100% through the Parks and Recreation Department. that are not designed specifically for New Mainers but for Brunswick residents. Parks and Recreation Department meetings, trainings, and other Town Department needs would fall under this category. (Examples; CPR training, Book Club, Game Time, Parent and Me Arts and Crafts, Town Staff meetings, Town Committee Meetings).
- 5.) Any local (Brunswick) community group, organization, resident, team looking to rent the facility for an activity not specific to Brunswick New Mainers. Brunswick residents will be given priority over non-residents. Proper insurance certificate will be required listing the Town of Brunswick as the Certificate Holder, an additional insured with General Liability Limits in the amounts of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The Parks and Recreation Director will determine rental rate and additional fees based off the type of rental, equipment requested, special needs or staffing. (Examples: Birthday Party, Local Home School group).