



COMMUNITY CENTER RULES & INFORMATION & FEES

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 CCC but the sponsor must attend the event. Some events may require approval by the Board of Selectmen. Certain community events that are free and open to the public may not be charged a fee, at the discretion of the 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: 150 metal, 100 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.
- Your security/cleaning deposit will be refunded to you on the condition that the rules are *strictly* followed and the cleaning checklist is followed. *The cleaning checklist is located at the end of this document.* Checks should be made payable to the Town of Chilmark.
- There are **no public events** allowed **June 25 through August 22** 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.**

You can find information and our event calendar to help in planning your event at the following link on our Town of Chilmark Website: <https://www.chilmarkma.gov/facility-rentals>

Fees:

Deposits:

A security/cleaning deposit is mandatory, prior to occupying the CCC for your event. Smaller events require a \$250.00 cleaning deposit. Larger events require a \$500.00 cleaning deposit. All security/cleaning deposits are refundable. The refundable deposit fee will be held until the Building Superintendent completes his after-the-event inspection and notifies town hall scheduler of appropriate refunds to be made.

Public Events:

Certain community events that are free and open to the public might not be charged a rental fee, at the discretion of the selectmen. Fundraisers are also at the discretion of the selectmen.

Town and Town-Related Events:

Chilmark School events: no fee, but a \$250.00 refundable deposit required.

Memorial Events:

Chilmark resident/ taxpayer family: no fee, but a \$250.00 refundable deposit required.

Private Events:

- Single day: anniversaries, retirements, adult birthdays, community events. Chilmark residents and Chilmark Taxpayers \$100.00 fee, \$250.00 refundable security/cleaning deposit.
- Small group birthday parties for kids, lasting a couple of hours (20 or less or their class size) with adult supervision. \$50.00 with \$250.00 refundable security/cleaning deposit.
- Sponsored (nonresident) \$1,500.00 per day and an additional \$500.00 per day if additional days are required for set-up and custodial costs. And a \$250 refundable security/cleaning deposit.

Public Event:

- Large non-commercial events charging entrance fees require a refundable security/cleaning deposit of \$500.00. These events need approval from Board of Selectmen

Weddings:

The CCC is not a wedding venue, it is a community center. It is traditionally available for weddings for Chilmark residents and taxpayers. Weddings can be sponsored by Chilmark residents and taxpayers.

- *Chilmark resident/taxpayer*: \$1,000.00 per day, each additional day \$250.00 for set-up and take-down

- *General Public*:

Sponsored. \$2,000.00 per day, each additional day \$500.00 for set-up and take-down

EVENT TYPE	RESIDENT /TAX PAYER	SPONSORED HOST	REFUNDABLE DEPOSIT
Town/ School	No Fee		\$250.00
Memorial Service	No Fee	-	\$250.00
Private Party ≥ 100 people	\$100.00	\$1,500.00	\$250.00
Additional set up day Or cleanup day	\$250.00	\$500.00	
Child Birthday (their class size) ≥ 20	\$50.00	-	\$250.00
Wedding	\$1,000.00	\$2,000.00	\$250.00 & \$500.00

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 premises 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.**