

Benjamin D. Cushing Community Center
Town of Marion, Massachusetts
Building Information and Rental Fees

Location: 465 Mill Street, Marion, Massachusetts

Contacts: Scott Tavares, Recreation Director 508-748-3537

Karen Gregory, Council on Aging Director 508-748-3570

General Information:

We are happy to have you use our premises for your function and hope that you will enjoy using the Benjamin D Cushing Community Center. The building is available for functions that do not conflict with the normal activities of the Council on Aging and the Recreation Department. Our foremost obligations are to the functions and security of our Community Center. The Recreation Director or their designee, therefore, reserves the final right of approval for use of the center.

Renter's Responsibilities:

A reservation and security deposit will be required as indicated in the pricing charts in order to secure the date(s). Security deposits will be refunded no sooner than one week after the completion of the event, pending an investigation of the area. The final payment will be due 10 business days prior to the rental date. The Marion Recreation Department accepts the following forms of payment: cash or check made out to the Town of Marion.

Cancellations:

All reservations cancellations must be made in writing (e-mail is acceptable)

- Cancellations made 14 days prior to an event will result in a full refund of rental fees paid to date.
- In the event of a cancellation after 14 days prior to the event the deposit or any additional rental fees paid to date will be forfeited.

Ending Time:

Meetings/functions/events must end no later than 11:00 PM so that the premises and parking areas are vacated by 12 midnight.

Use of Alcohol:

ALL ALCOHOL MUST BE SERVED OR SOLD BY A CATERER OR BARTENDER

For a One-Day Special Event Liquor License you must submit a request to the Select Board seeking permission. This request must be made at least 30 days prior to the event date.

Police Detail:

Police Detail is required when a One-Day Liquor License has been issued. At the discretion of the Recreation Department, other reasons a police detail may be required include but are not limited to:

- size and nature of event
- age of primary attendees
- history of negative behavior
- new group without an established history of using the Community Center

Police detail is set up directly between the renter and the Marion Police Department.

The Marion Police Department requires six weeks' notice of the event for police detail.

The Marion Police Department can be reached on their business line at 508-748-1212

Liquor liability insurance

All caterers and bartenders who will be serving or selling liquor at the Community Center must provide the Town of Marion Recreation Department with a copy of their updated liquor liability insurance.

Please note that serving alcohol without the proper approval and permits, and/or in violation of any of the above policies and procedures may result in police citation and immediate shutdown of your event, forfeiture of your deposit, and/or additional fees and penalties.

Set-up & Break Down:

- It is the responsibility of the renter to set up the room as desired. This includes the setting up of tables and chairs.
- Your event rental needs to include the time required for delivery of equipment and supplies to complete your room set up, any decorating and cleanup. Please be sure to consider this when requesting your event rental time.
- No exits, or fire exits may be blocked at any time during your rental per fire code. No exceptions!
- All items brought into the facility by the renter must be removed by the end of the rental. Renters must remove all food, materials, decorations, non-Marion equipment, and garbage.
- All garbage must be removed from the building or pavilion by the renter and placed in the parking lot dumpster in the back. No exceptions!
- The general rule of thumb is to leave the facility in the same condition as you found it.

Decoration:

- The use of staples, nails, tacks, eye hooks or duct tape is prohibited when affixing decorations to walls. The use of masking tape and painters' tape is acceptable. All tape must be removed when taking down decorations.
- Fog or smoke machines are prohibited and will set off fire detectors.
- Rice, bird seed, confetti, glitter, dance wax, etc. are prohibited
- Battery operated flameless candles are allowed. **No open flame.**

Smoking:

The Benjamin D Cushing Community Center is a smoke and tobacco free facility. If you or your guests wish to smoke, please make sure all smoking takes place at least 100 feet away from the building entrances and exits and away from all building windows and vents. It is the responsibility of the renter to make sure that the parking lot and outdoor area is free from all smoking debris at the conclusion of the event.

Renter and Guest Conduct:

The renter is solely responsible for all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance. The renter shall take care that no damage is done to the facility and that all the attendees conduct themselves in an orderly manner in and around the facility, including the surrounding grounds and parking area. If damages are occurring or the behavior of the group is determined to be inappropriate or unsafe for any reason, the function may be stopped in progress and denied further use of the facilities. Groups composed of minors under the age of 18 must be supervised by at least one adult for every 15 minors. Minors must be always under adult supervision. **Damages to a facility could result in the security deposit not being refunded. Additional damages could be charged to the rent.**

Building Capacity:

The building capacity has determined by the Town of Marion Fire Chief and will be strictly enforced. The maximum capacity inside of the building is 180 people.

The Building Supervisor Responsibilities:

The Town of Marion Recreation Staff is responsible for the following to assist you in ensuring that your event is successful. The building supervisor responsibilities include:

- Unlock the building at your scheduled time
- Work closely with the primary contact to answer any questions and provide assistance.
- Ensure that the noise is kept at an acceptable level.
- Ensure that the event ends promptly as scheduled per the rental agreement.
- Ensure that the facility and equipment is clean and ready for the next scheduled use.
- Replenish toilet paper and soap in the bathrooms.
- When necessary, call appropriate security to enforce control.
- Activate 911 emergency services, if necessary.
- Assure that the building is locked at the end of the event.

The Building Supervisor is not expected to do the following:

- Act as a guardian or security for any personal belongings.
- Assist with set up, clean up, or breakdown.
- Take trash out to the dumpster.
- Supervise or chaperone minors.

Benjamin D Cushing Community Center Rental Fees

Main Room

All main room fees include Building Supervisor and use of tables and chairs. The renter is responsible for the set up and breakdown of the main room. If staff is available, set up and breakdown of existing tables and chairs can be provided for an additional fee. Renter is responsible for set up and breakdown of all rented and personal equipment. Capacity of 180 people.

***Please note that currently the kitchen is not available for usage**

Great Room Capacity 180	Hourly Rental Fees	Deposit	Security Deposit (refundable)	Security Deposit if alcohol is served (refundable)
Non-Profit <small>*Must show non-profit status</small>	\$75, 2-hr minimum	½ due one month prior	\$250	\$500
Resident	\$100, 2hr minimum	½ due one month prior	\$250	\$500
Non-Resident	\$150, 2hr minimum	½ due one month prior	\$250	\$500

Outdoor Pavilion

The Outdoor Pavilion is located in the front of the Community Center. It is available for rental in the evenings and on the weekends. Usage of the bathroom located inside the community center is included.

***Please note that currently the kitchen is not available for usage**

Pavilion Capacity (60)	Hourly Rental Fees	Deposit	Security Deposit (refundable)	Security Deposit if alcohol is served (refundable)
Non-Profit <small>*Must show non-profit status</small>	\$75, 2-hr minimum	½ due one month prior	\$250	\$500
Resident	\$100, 2hr minimum	½ due one month prior	\$250	\$500
Non-Resident	\$150, 2hr minimum	½ due one month prior	\$250	\$500

Community Groups

Every Tuesday evening is community night at the Marion Community Center. Only Marion community groups can meet for no charge. If a community group chooses to meet on a night other than Tuesday, there will be a charge of \$20 per hour.

Community groups include but are not limited to: Old Rochester Youth Baseball League, Old Rochester Youth Lacrosse League, Old Rochester Youth soccer, Marion Boy Scouts, Marion Girl Scouts, Tri-Town Youth Basketball League.