

**DRAFT**  
**ERIE COMMUNITY CENTER**  
**POLICY REGARDING RENTAL OF COMMUNITY ROOMS**

The Town of Erie rents community rooms in the Erie Community Center for events on a reservation basis. The following rules apply to all such rentals:

- ✓ All community rooms must be rented in advance, by submitting a complete application form signed by the event sponsor. By signing the application form, the event sponsor agrees the event will be governed by this policy.
- ✓ Reservations are issued by the Town on a first-come, first-served basis.
- ✓ All activity associated with the event must be restricted solely to the community room(s) rented.
- ✓ No petition signature gathering may occur in any indoor common areas of the Community Center. Any such activity must occur inside the community room(s) rented.
- ✓ The number of attendees at the event must not exceed the posted room capacity.
- ✓ Marketing materials and/or communications must indicate, "The Town of Erie does not sponsor or endorse this event or the activity associated with the event."
- ✓ Advertising for events, such as flyers, may not be posted anywhere on the Community Center property.
- ✓ If, upon reviewing the application, the Erie Police Chief identifies security concerns associated with the event, the Town reserves the right to move the event to an alternate location and require additional safety protocols.
- ✓ The event sponsor is responsible for ensuring that the community room(s) is(are) cleaned following the event, so the community room(s) is(are) left in the same condition as prior to the event.
- ✓ Service of alcoholic beverages in the community room(s) is permitted if the event sponsor confirms all of the following: the event sponsor will allow only the sponsor's invitees to attend; that no minors will be served; that all alcoholic beverages will remain in the community room(s) rented; and that no intoxicated individuals are served.
- ✓ Food is permitted in the community room(s), but all cooking must occur off-site. No cooking is permitted in the Community Center.
- ✓ Candles and any other open flames are prohibited in the community room(s).

DATE ISSUED: May 2019

ISSUED BY: \_\_\_\_\_  
Malcolm Fleming, Town Administrator