



ARLINGTON REDEVELOPMENT BOARD

TOWN HALL, ARLINGTON, MASSACHUSETTS 02476

781 - 316 - 3090

Arlington Redevelopment Board *Room Rental Policy*

The Arlington Redevelopment Board has two properties under its jurisdiction in which it controls meeting rooms that are rented to the general public. The rooms are as follows:

Senior Center, 27 Maple Street, Arlington, MA 02476

Hours: after 4:00pm on weekdays, and all day and evening on the weekend until 11:00pm

Main Meeting Room, 1st floor, capacity of **75**
Arts and Crafts Room, 1st floor, capacity of **20**
Lower Level ground floor, capacity of **35**

Jefferson Cutter House, (Corner Mystic St. and Mass. Ave.) 611 Mass Avenue, Arlington, MA 02474

Hours: all day Monday through Sunday until 11:00pm.

Ground floor, *Entry through Municipal Parking Lot*, capacity of **30**

RENTAL POLICIES

1. The meeting rooms are available primarily to local governmental and non-profit groups serving Arlington, for educational, informational, or cultural meetings or programs. All meetings and programs must be open to the public.
2. No admission fee may be charged nor items sold by any group.
3. Use of the meeting rooms for official town purposes will take precedence over all other reservations. The ARB reserves the right to transfer a group to another area if necessary.
4. The meeting rooms in the Central Building are available free of charge to governmental entities.
5. The rooms can be reserved by Town government affiliated groups no more than 1 year ahead of time. Non-profit groups can reserve the rooms no more than 6 months ahead of time. Private individuals or groups may reserve the room no more than 3 months ahead of time.
6. The User is responsible for set up of chairs and tables, and **for returning the room to its original condition**. All trash and waste must be placed in the dumpster or trash container behind the building. (*provided the dumpster is not locked*)

7. The kitchen adjacent to the Central School Meeting Room, and the Jefferson Cutter Meeting Room, are available to those using the meeting rooms. Users must provide all of their own supplies, and leave the room in its original condition.
8. The piano and electric organ are not to be used by the general public.
9. Signs, banners and advertising of any kind are prohibited in the interior and on the exterior of the building
10. No smoking is allowed in any public building.
11. Alcoholic beverages may be served in meeting rooms only in limited circumstances. Insurance indemnifying the Town is required *and must be in place ahead of time*.
12. Neither the ARB, nor the Town of Arlington will be responsible for injury of persons or property while the building or grounds are being used by any group.
13. *Please make **check payable to the Town of Arlington**.*

Scheduling Procedures

1. Application shall be made to: The Department of Planning and Community Development, on the attached form.
2. Bookings will be approved in the order received. The ARB reserves the right to limit the number of times any group or organization may use the rooms during any year.