

## REQUEST TO USE THE MONTEREY COMMUNITY CENTER SPACE

Date of request: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Person making the request: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Organization/Group Name: \_\_\_\_\_

Type of event or meeting: \_\_\_\_\_

Event dates requested: \_\_\_\_\_ Time of event: \_\_\_\_\_

Room or space requested: The house meeting room \_\_\_\_\_ Tent \_\_\_\_\_ Both \_\_\_\_\_

What will you need (Y/N and if there are numbers, please fill in the number of chairs, etc.):

\_\_\_\_\_ Chairs \_\_\_\_\_ Tables

\_\_\_\_\_ Parking Assistance \_\_\_\_\_ TV \_\_\_\_\_ Darkening shades

Do you have your own PR? \_\_\_\_\_

Will you be serving food or drink? \_\_\_\_\_

Do you need a coffee maker? \_\_\_\_\_

Have you used the MCC before? \_\_\_\_\_

Estimated number of attendees? \_\_\_\_\_

Person at the event who is responsible for making sure the MCC rules are followed?

\_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## **GENERAL INFORMATION & EXPECTATIONS FOR USE OF MCC SPACE**

Thank you for using the Monterey Community Center! To ensure the space remains welcoming and well-maintained for everyone, please review and follow these guidelines:

### **Policy on Inclusion**

Adopted 4/10/25

The Monterey Community Center aims to serve all members of the community, regardless of race, gender, religion, gender identity, age, ethnic background or disability. It strives to create a culture of belonging that honors the dignity and promotes the well being of each person. The MCC is a gathering place that encourages socialization and participation in meaningful activities to the best of each person's ability. All people will be treated with acceptance and respect.

The Monterey Community Center is committed to providing inclusive and accessible programs and activities for all individuals, including qualified individuals with disabilities. A "qualified individual with a disability" is defined as a person who, with or without reasonable modifications to rules, policies, or practices, the removal of barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for participation in the Center's programs and activities.

The Center shall make reasonable modifications to policies, practices, or procedures when necessary to prevent discrimination based on disability. However, modifications may not be required if the Center can demonstrate that such changes would fundamentally alter the nature of the program or activity. The Monterey Community Center remains committed to fostering an inclusive environment while ensuring that all participants can fully engage in a safe and effective manner.

### **Expectations for Participation**

The Monterey Community Center sets the expectation that all people participating in activities will treat each other with kindness and respect. It is crucial that everyone attending programs at the MCC experience a sense of safety. If a person shows any signs of physical aggression towards others or disrupts the group to the extent that the activity can no longer continue, they will be asked to leave. A follow up meeting with the Program Manager will take place to discuss how to help that person successfully engage in the activity. There may be the option of asking that person to suspend their participation for a period of time. If the behavior continues after that and all reasonable solutions have been exhausted, that person may be asked not to return to the activity on a permanent basis.

Compliance with the Center's policy on inclusion and participation is an essential eligibility requirement.

**Additional Guidelines:**

- **Building Access & Security:** The code to the building's front door will be provided to you. Please make sure to lock the door behind you when you leave.
- **Maximum Capacity:** Due to safety regulations, the **maximum capacity of the meeting house is 49 people.**
- **Heating & Thermostat:** Before leaving, set the thermostat to **58°F** to conserve energy.
- **Food & Clean-Up:** If serving food or drinks, bring your own supplies and leave the space as you found it. Wipe down surfaces, fold up tables, put chairs away, dispose of trash properly, and take any leftover food with you. If your program is in the evening, please ensure all lights are turned off before leaving.
- **Fire Safety: No candles or open flames** are allowed inside the building.
- **Pet Policy: No dogs** (except certified service dogs) are permitted inside the Community Center.
- **Alcohol Policy:** Alcohol is **not allowed** unless a proper permit has been obtained.
- **Septic System:** Our facility is on a **sensitive septic system**—please flush only toilet paper and be mindful of water usage.
- **Responsibilities & Compliance:** The person making this request is responsible for ensuring all MCC rules are followed. Any damages or extra cleaning costs incurred due to misuse of the space may be their responsibility. The space must be returned to its original setup after use.
- **Parking:** Parking is limited. If additional parking is needed, please notify us in advance so we can inform the Monterey Police Department.
- **Contact for Questions:** If you have any questions or need assistance, please contact Chris Gannon, Programs Manager, at **413-717-9740** or **montereycommunitycenter@gmail.com.**

By signing this request form, you agree to follow these guidelines. Thank you for respecting our community space!

\_\_\_\_\_

\_\_\_\_-\_\_\_\_-\_\_\_\_

Signature

Date

**FOR MCC USE ONLY:**

Date received: \_\_\_\_-\_\_\_\_-\_\_\_\_

APPROVED / DENIED