

Policy Governing the Use of the Cormier Youth Center

PURPOSE:

The Cormier Youth Center is a Town owned facility operated by the Andover Youth Services division of the Community Services Department.

The Cormier Youth Center is a proactive environment of learning, connection, collaboration and youth empowerment. The youth-driven opportunities have built the foundation for a dynamic revival of the community and neighborhood. This facility will enhance partnerships with other town divisions and organizations within Andover interested in developing positive connections with young people.

POLICY:

The Cormier Youth Center is the home of Andover Youth Services and it serves as a youth center for the young people of the community. Andover Youth Services may collaborate with different groups within the community to offer programs that promote youth development and work for the betterment of young people. The building is under the care of the Director of Andover Youth Services and youth service programs take first priority in terms of any outside requests to use the space. In accordance with the Andover Town Charter Section 10 Subsection F and the 2013 Andover Youth Center Agreement Article IV Section 4.1, the Town Manager is responsible for the care and the use of the youth center. The Town Manager has designated the authority for the daily scheduling and allocating space/rooms at the youth center to the Director of Andover Youth Services.

**Cormier Youth Center
Partnership Request Form**

Today's Date: _____

Staff Accepting Request Form: _____

CONTACT INFORMATION

Name of Group or Individual interested in using the Cormier Youth Center:

Group or Individual Contact Information:

Name: _____ Cell Phone: _____

Email: _____

REQUESTION INFORMATION

Requested Date: _____ Start Time: _____ End Time: _____

Space Requested: Gymnasium Kitchen Phillips Room Lobby Lion's Den Wellness Room
(circle all that apply)

What is the reason for the request? Provide a detailed description of the event, program or experience.

What is the set up?

What is the break down?

What items are needed?

COSTS (associated with event)

Staff: _____ Facility: _____ Equipment: _____

See Reverse Side for Acknowledgement of Facility Use Conditions and Related Information

Cormier Youth Center Facility Use Information & Regulations

The Cormier Youth Center is a youth development facility that was overwhelmingly approved by the voters at the 2011 Special Town Meeting. The facility was funded by over \$5 million dollars in private donations, \$2 million dollars in town funds and \$700,000 from the William M. Wood Memorial Trust.

1. The Cormier Youth Center is not available to rent. For Town of Andover facility rental options please contact the Facilities Coordinator at 978-623-8727. The AHS Field House is also available to rent by contacting the Athletic Director's office at 978-247-5500.
 2. A Youth Services staff member must be present at all times when building is open.
 3. Groups using the facility will be held responsible for any costs incurred by Andover Youth Services as a result of use including set up, break down, and staffing.
 4. Requests for use of the facility may be made by filling out the attached form.
 5. The Director of Youth Services reserves the right to refuse any request at their discretion.
 6. Andover Youth Services reserves the right to require revenue sharing for fee based programs.
 7. Certain events may require the hire of a Fire Watch Detail assigned by the Andover Fire Department and Police Detail assigned by the Andover Police Department.
 8. Any event with food service must adhere to the strict guidelines set forth by the Andover Board of Health. The Director of Youth Services must be notified of all food service. **Use of the facility confirmation is complete pending approval by the Andover Health Department.**
 9. All set up requests, equipment requests, and special arrangements must be submitted prior to events and approved by the Director of Youth Services.
 10. The physical condition of the Cormier Youth Center must be neat when vacated. All Andover Youth Services staff, collaborating agencies, and guests must clean their program rooms immediately following use.
 11. Andover Youth Services Staff shall monitor maximum occupancy compliance throughout the facility so that all guests may enjoy a safe environment.
 12. Annual facility refurbishment will take place during two (2) consecutive weeks each calendar year. The type of work and materials/chemicals used prohibit the use of the facility by adults and youth. Additional Youth Center closures may occur to allow for professional development, staff trainings, holidays, or other reasons authorized by the Town Manager. Andover Youth Services staff shall post notices regarding such closures and changes to the facility schedule.
 13. Smoking and the use of intoxicants on town property are strictly prohibited.
 14. Facility users must stay in the area specified in the use application. Equipment and supplies belong to the Youth Center and are not to be used by other groups unless detailed in the permit.
 15. Sneakers must be worn on gymnasium floors at all times.
 16. In the event of town building closing due to inclement weather, activities will be canceled.
 17. Cancellation of any event requires notifying the Youth Center office 24 hours in advance, or noon on Friday for weekend events. Minimum payment will be due in all cases when events have not been properly canceled.
 18. Any questions concerning building use, fees and/or regulations should be directed to the Director of Youth Services.
 19. Payment of all fees are payable upon approval of the application. Checks should be made payable to the Town of Andover – Cormier Youth Center.
 20. The participants and, if a minor, his/her parents and/or legal guardian agree to indemnify and hold harmless the Town of Andover for any injuries, damage or damages, which may be incurred by participants as a result of the use of the Cormier Youth Center.
- By signing below I acknowledge that I have read and understood the contents of this form.

Signature of Individual Making Request

Date

Approved by the Town Manager– May 24, 2017