



**ROOM RESERVATIONS at the
Nicholas J. Costello Transportation Center**

For AMESBURY RESIDENTS

68 Elm Street, Amesbury, MA 01913

Phone 978-388-8138 - Fax 978-388-8144 Updated 2023-8-24



Rooms may be reserved by Amesbury residents at the Center for after 4 PM and weekend meetings and events for Non-Profit/Civic or approved Private functions. Please leave a message or a copy of this application for Berni Angelo, Administrative Assistant; call: 978-388-8138 ext. 542, or email: angelob@amesburyma.gov.

Fill in the boxes to request a room. List multiple dates in margin if needed.

Room number	Location	Event Day	Event Date	Time Requested (start time to end time)	Frequency (one time; 1 st Monday of Month)
1 st Fl - Rm. 117	Provident Room (Great Room)				
1 st Fl - Rm. 125	Library / Lounge				

Applicant/Organization: _____

Contact Name: _____ Phone: _____
 Address: _____ Mobile Phone: _____
 _____ Email address: _____

Non Profit/Civic Private Function Fees:

- For Local Non Profits and Government - FREE: (additional cleaning/repair charge may apply).
- For Private Functions for residents of Amesbury - \$50 for 3 hours; \$100 for 8 hours between 10 AM and 8 PM. The fee will be payable one week before your event. In addition, **a separate security deposit check in the amount of \$25 must be submitted with this application.** The security deposit will be returned after proper use of the facility if no additional cleaning/repair is necessary. Make checks payable to: City of Amesbury.

Conditions of Use:

Please read, initial, sign and date as acceptance of all these necessary policies.

1. **Initials:** _____ All events or use of space must be scheduled through the Council on Aging (COA). In no way can any function impact the use of the city bus system/MVRTA. Forms must be submitted two weeks prior to the event. This request does not guarantee a room. If your reservation has not been confirmed by a staff member, it is your responsibility to ensure that your time and space has been confirmed. Please call and speak with a staff person at 978-388-8138.
2. **Initials:** _____ The earliest a space can be available is Mon- Fri after 4pm. Space is also available on weekends between 10 AM and 8 PM.
3. **Initials:** _____ The COA, other departments in the building, and municipal government meetings will have priority use.
4. **Initials:** _____ No solicitation of funds is permitted in the Center without permission of the Mayor.

(continued)

5. **Initials:** _____ As a courtesy to the cleaning crew and their schedules, please use **ONLY** the room you were assigned to when your reservation was made:
6. **Initials:** _____ **The room must be left neat and orderly and in the same condition as it was found. All trash must be placed in dumpster outside in the parking lot. Please wipe down tables and chairs after use.**
7. **Initials:** _____ Supplies are purchased by the Friends of the Council on Aging, not the city. Please do not use any stored food or beverages found in the building.
8. **Initials:** _____ City staff are not available to set up or breakdown the space. That is the responsibility of your group. Reservations must be made in advance and time should be allowed for you to set up and breakdown for your event. **PLEASE respect the space. After your meeting, RETURN THE TABLES AND CHAIRS TO THE CONFIGURATION THEY WERE IN WHEN YOU ARRIVED.** Our events are closely scheduled and often the room is set up the night before for an activity early the next morning. Amesbury's seniors are sharing it with you and use it daily at 8 AM.
9. **Initials:** _____ **Nothing may be attached to the walls or space or outside the building without permission.**
10. **Initials:** _____ **Damage must be reported promptly.** The group using the Center may be charged for damage or wear & tear beyond what is reasonable.
11. **Initials:** _____ **The CATERING KITCHEN IS NOT AVAILABLE FOR USE.**
12. **Initials:** _____ No use of private office space is allowed.
13. **Initials:** _____ **No smoking or alcohol is allowed.**
14. **Initials:** _____ **The Center must be opened and closed properly.** Doors must be properly unlocked and locked. Projectors, smart boards, and speaker systems may be used if requested and trained upon prior to use. To be trained, call us to set up an appointment a week before your event. All windows must be closed when you leave. **The doors to the building must be locked within 15 minutes of the beginning of your event or meeting. For reasons of security, the building cannot be left open while your event or meeting is in session.** There will be no access to the second floor of the building on weekends or after 4 PM weekdays. Everyone must be out of the building no later than 9 PM. The security alarm automatically activates at 10 PM.
15. **Initials:** _____ It is your/your organization's responsibility to schedule a time to tour the facility, learn how to lock and unlock the building, and how to use any equipment. **You must schedule this appointment no less than one week before use. We cannot accommodate walk-ins. Keys may be signed out the day of the event or the Friday before a weekend event by appointment from 2:30 to 3 PM Monday through Friday.** The Center is closed on holidays.
16. **Initials:** _____ The individual or group using the Center indemnifies the City of Amesbury /MVRTA for any action that may take place in the use of the Center or ancillary facility including lobbies, public areas, and parking lots. The City of Amesbury/MVRTA will not be responsible for injury to person/property while the individual/group uses the Center or grounds.
17. **Initials:** _____ After hours facility emergency please contact Doreen Arnfield at 603-231-2974.

I HAVE READ AND AGREE TO THE CONDITIONS STATED ABOVE. By Signing below I hereby agree to abide by all the policies and conditions of use for the above facility, and all the laws and bylaws of the Commonwealth of Massachusetts and the City of Amesbury.

Signed: _____ Date: _____

Space Confirmed by (Staff Initials): _____ Date: _____