



# *Dover* **PARKS & RECREATION**



## **Town of Dover – Community Center Rental Policy**

The Community Center serves as a hub for recreational, social, educational, and civic activities. It houses both the Council on Aging and the Parks and Recreation Department, with Parks and Recreation responsible for managing the facility and coordinating rentals. The Center is not dedicated to any single age group or department, it is a space for the entire community, with a focus on creating an inclusive and welcoming environment for all.

Fees and charges for facility use have been carefully reviewed and approved by the Board of Selectmen and the Parks and Recreation Commission, with the goal of maintaining accessibility and ensuring the Community Center remains available to all in the Community.

### **Community Center Contact Information:**

Dover Community Center  
4 Springdale Avenue  
Dover, MA 02030

Parks & Recreation  
Phone: (508) 785-0476  
Email: [mghiloni@doverma.gov](mailto:mghiloni@doverma.gov)

Council on Aging (COA)  
Phone: (508) 315-5734  
Email: [coa@doverma.gov](mailto:coa@doverma.gov)

### **Community Center Hours of Operation:**

Hours of operation will be reviewed periodically to meet community needs. The Town of Dover may close the facility for emergencies, cleaning, or maintenance.

#### **Facility Hours:**

##### **Fall (September - November)**

- Monday–Friday: 8:00am – 9:00pm
- Saturday: 9:00am – 2:00pm
- Saturday Evening: CLOSED (pre-scheduled rentals only)
- Sunday: CLOSED (pre-scheduled rentals only)

##### **Winter (December - mid March)**

- Monday–Friday: 8:00am – 9:00pm
- Saturday: 9:00am – 2:00pm
- Saturday Evening: CLOSED (pre-scheduled rentals only)
- Sunday: 12:00 - 5:00pm
- Sunday Evening: CLOSED (pre-scheduled rentals only)

**Spring (Mid-March - May)**

- Monday–Friday: 8:00am – 9:00pm
- Saturday: 9:00am – 2:00pm
- Saturday Evening: CLOSED (pre-scheduled rentals only)
- Sunday: CLOSED (pre-scheduled rentals only)

**Summer (Mid-June - August)**

- Monday–Friday: 8:00am – 7:00pm
- Saturday: CLOSED (pre-scheduled rentals only)
- Sunday: CLOSED (pre-scheduled rentals only)

**Note: The Community Center will be closed in observance of all Town of Dover recognized federal holidays.**

**Rental Requirements & Fee Schedule:**

- All rentals must comply with Town of Dover facility use policies.
- No rearranging of permanent furnishings without prior approval.
- Payment and insurance (if required) due two weeks before rental date.
- See *Rental Fee Schedule* on page 5 for current rates.

**Reservation Process:**

- Rentals may be booked up to 6 months in advance.
- Complete and submit the Rental Booking Form on the Park and Recreation website:
  - [Request for Use of Community Center](#)
- Submit all required payments and any applicable security deposit by the stated due date.

**Note: Reservations are confirmed only after the booking form is approved and all required payments have been received.**

**Fees & Payment:**

- Rates are established annually with approval by the Dover Board of Selectmen and Park and Recreation Commission, and set forth in the attachment.
- Payment is required, in full, no later than 10 business days before the scheduled rental.
- Discounted rentals (see *Rental Fee Schedule* on page 5 for details) must be booked at the time of initial reservation and consecutive dates must take place within a single rental year, defined as September through August.
- Payments may be made by check, payable to: “*Town of Dover*”, to the Parks and Recreation office or by credit card via the Parks and Recreation online portal.

## **Cancellation & Weather Policy:**

- **Renter-Initiated Cancellations**

- Cancellations received 14 or more days before the event will receive a full refund, minus any non-refundable deposit.
- Cancellations made less than 14 days before the event will forfeit the rental fee.

- **Town-Initiated Cancellations**

- The Town of Dover reserves the right to cancel rentals due to emergencies, inclement weather, or facility issues. In such cases, a full refund will be issued.

- **Weather-Related Closures**

- Town staff will determine cancellations for programs and rentals during inclement weather.
- Notifications of closures will be provided via:
  - Direct contact with the rental organizer via phone or email
  - [Parks & Recreation website](#) and/or [social media](#)
  - [Town of Dover website](#)

## **Facility Use & Setup Guidelines:**

The Community Center is designed to be welcoming and accessible for all users. To ensure a safe and enjoyable experience, all renters are expected to follow these guidelines:

### **Setup & Cleanup**

- **Capacity**

Renter shall not exceed capacity limits of each room as set forth in the attachment.

- **Town Staff Responsibilities**

Town staff will handle the setup and breakdown of Town-owned tables and chairs. If a specific layout is required, a setup map must be submitted and approved at least 7 days prior to the rental.

- **Renter Responsibilities**

Renters are responsible for setting up and removing all personal items such as decorations, and food or beverages brought in for the event.

- **Cleanup**

All trash must be placed in designated bins, and any spills should be cleaned immediately. Additional custodial fees may be charged if the space is left unclean.

### **Decorations**

- Decorations must be free-standing or secured with blue painter's tape only. Nails, staples, glue, other types of tape, or any permanent adhesives are not permitted and may result in additional fees.

**Food & Drink**

- Food and beverages are permitted only in designated areas. Alcohol may be served only with prior written approval by the town via a Town issued one day liquor license (available on the town website or the Board of Selectman's office), proof of corresponding liquor liability insurance to cover the event and all other required Town permits.

**Prohibited Items**

- Smoking, vaping, illegal substances, and open flames (including birthday candles) are strictly prohibited.
- Rice, birdseed, silly string, glitter, and bouncy houses are not allowed.
- Any outside vendor hired by a renter must receive prior approval from Town staff.

**Supervision**

- Children under 18 must be supervised by an adult at all times and are only allowed in areas reserved for their rental.

**Equipment Use:**

- Available tables, chairs, and AV equipment may be used upon request.
- The renter is responsible for proper use and care of all equipment.
- If any item is damaged or found to be not working properly, please report to onsite staff immediately.
- Any damaged or missing items will be billed to the renter.

**Parking:**

- The entrance and exit for the Community Center is on Whiting Road
- Parking is permitted only in designated areas in the parking lot off of Whiting Road or available street parking.
- The renter is responsible for ensuring guests park legally and safely.

**Liability and Insurance:**

- The renter assumes all responsibility for injury, loss, or damage to persons or property during their use of the facility. The renter, by signing below, agrees to indemnify and hold harmless the Town of Dover for any liabilities arising out of renter's use of the Community Center.
- The Town of Dover is not responsible for lost or stolen items.
- A Certificate of Liability Insurance evidencing General Liability coverage and naming the Town of Dover as an additional insured may be required for certain events, at the Town's discretion.

**Enforcement:**

- Failure to comply with this policy may result in additional fees, loss of security deposit, and/or denial of future rental requests.

**Acknowledgement & Signature**

*I have read and understand the Dover Community Center Rental Policy and agree to abide by all requirements.*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Community Center Rental Fees

Community Center Rental Fees	Rental Tier	Rental Type	Gym	Community Space with Kitchen	Community Space No Kitchen Access	Conference Room	The Studio	Activity Room A	Activity Room B
	Tier 1	Hourly Rental	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee
	Tier 2	Hourly Rental	\$85.00	\$75.00	\$50.00	No Fee	\$50.00	\$20.00	\$20.00
	Tier 3	Hourly Rental	\$110.00	\$90.00	\$70.00	No Fee	\$70.00	\$30.00	\$30.00
	Tier 4	Hourly Rental	\$125.00	\$100.00	\$85.00	\$25.00	\$100.00	\$45.00	\$45.00
	<div> <div>Note: Saturday Rentals will require a \$120 custodian fee *</div> <div>Note: Sunday Rentals will require a \$240 custodian fee *</div> </div>								

\*If the rental is scheduled during normal operating hours, the custodian fee may be waived. A custodian fee will be required for any rental outside of those hours.

Tier 1: Town of Dover Departments	Tier 2: School, Youth and Local Nonprofit Groups based in Dover	Tier 3: Dover Resident	Tier 4: Non- Residents	Rental Discounts	
Dover COA	Dover Sherborn Schools (including PTO)	Events hosted by Dover residents for educational, recreational, social, or philanthropic purposes	Events hosted by non-residents or out of town nonprofits for educational, recreational, social, or philanthropic purposes	1-4 Rentals	No discount
Dover Parks and Recreation	Dover-Sherborn Youth/Adult Sports Organizations			5-9 Rentals	10% Discount
Town of Dover Departments, Boards and Committees (see town website for full list)	Dover-Sherborn Volunteer Organizations (Mothers' Association, Dover Foundation, Garden Clubs etc.)			10+ Rentals	20% Discount

**Commercial Use Restrictions:** Renters may not sublease, assign or rent a space with the intent to operate a for-profit program, class or event that charges a fee to participants without prior written approval from the Town. This includes but is not limited to instructional classes, seminars or ticketed events. The Community Center is not intended to serve as a venue for commercial business ventures.





COMMUNITY ROOM (capacity up to 75\*)



GYM (capacity up to 60\*)



CONFERENCE ROOM (capacity up to 10\*)



ACTIVITY ROOM 1 (capacity up to 25\*)



ACTIVITY ROOM 2 (capacity up to 25\*)



STUDIO (capacity up to 15\*)

*\* Actual room capacity will depend on room use / furniture layout.*