

John W. Olver Transit Center Meeting Room Use Policy

Permitted Uses

Meeting Room will be available for the following public use:

- Organizations that serve as a public purpose may use the Meeting Room for meetings and trainings.

Restrictions:

The following will not be accepted to use the Meeting Room:

- Public Hearings
- For profit organizations
- Political advocacy groups
- Private functions
- Religious groups
- Fundraisers
- Hate groups
- Meetings that are expected to end after 5:00pm

Reservations:

- Organizations wanting to use the Meeting Room at the John W. Olver Transit Center can leave a request with the Franklin Regional Transit Authority (FRTA) by calling 413-774-2262 extension 104 or 112.
- A request must be received by the FRTA no later than 2 weeks before the event but can be made up to four (4) months in advance.
- The person responsible for the meeting will need to speak with the FRTA and provide basic information prior to their reservation being confirmed (name of organization, address, purpose/use of meeting space, number of persons attending etc.). The applicant is responsible for managing orderly behavior of all attendees.

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- Insurance certificate must be obtained for groups larger than 35, listing the FRTA as an additional insured. FRTA reserves the right to refuse large meetings of 35 or more if an insurance certificate is not obtainable.
- The Meeting Room is available for use during the JWO Transit Center's normal hours of operation (8:00 am to 5:00 pm), Monday through Friday.
- Non-refundable fees for use of the room will be as follows:
1 - 3 hours \$50.00. 4 - 10 hours or more than 30 people \$100.00.
- If cancellations or changes in the reservations become necessary, the FRTA needs to be notified as early as possible. Your fee is non-refundable.
- Once the request form and usage fee is received, a confirmation will be given, via email, phone or fax.
- In order to provide equitable access to the Meeting Room, limitations on frequency and duration will be imposed. Use of the room will be limited to two (2) consecutive days and/or evenings. The FRTA and FRCOG have first priority of the Meeting Room.
- The names of the FRTA, FRCOG or John W. Olver Transit Center may be used only as a designation of the location of the meeting or function. Announcements, press releases, flyers, etc. relating to the meeting or function need to acknowledge the sponsoring group's contact information.
- Notify the FRTA in advance if media coverage is expected.

Capacity

- The room capacity is up to 100 persons; however when seating requirements call for tables and chairs, no more than 70 can be comfortably accommodated.

Maintenance/Housekeeping

- The FRTA will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
- The applicant/user accepts financial liability for damage to the FRTA facility and/or loss of FRTA/FRCOG property.

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Maintenance/Housekeeping Continued:

- The applicant/user needs to inform participants of the locations of fire/emergency exits and must adhere to fire and safety regulations of the facility.
- FRTA personnel need to have access to meeting rooms at all times. The FRTA retains the right to monitor all meetings conducted on the premises to ensure compliances with its regulations.
- Meetings need to be conducted in such a way as not to disturb FRTA or FRCOG operations.
- FRTA will not move or rearrange heavy equipment, provide audio-visual equipment or operators. It is expected that users will bring their own equipment to meetings/trainings.
- Unless other arrangements have been made with FRTA, individuals or groups using the room are responsible for furniture set-up, and clean up after use. Room must be left in the same condition as it appeared, and the room layout must look the same as when you arrived. The person responsible for the meeting will check in with our maintenance staff prior to leaving the building to make sure the room was left in good condition and to let him/her know that all participants have left so that the building can be secured.
- This is a non-smoking property and the use of alcohol is prohibited.
- No nails, staples, tape, tacks or other adhesives are to be used on the walls or ceilings.
- There is no parking on site for meeting attendees. Parking is available off site at two adjacent municipal lots. This must be mentioned in writing to participants when meeting agendas (etc.) are being distributed so that they make arrangements to park off site on the day of the meetings/training.
- The applicant/user is responsible for participant accommodations.
- Failure to abide by any of the provisions of this policy may result in denial of further use of the facility.

Food/Drinks

- FRTA strongly encourages users of the Meeting Room to use the vendor of the café for food and refreshments, when possible. Please call the FRTA for contact information.
- Light refreshments, sandwiches and deli fare may be served.
- All beverages carried in must be in a covered container and must not contain red dye.

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- Food and refreshment tables are requested to be set up away from the doorways and out of view of the lobby.