

MILLER MANAGEMENT BOARD
MILLER COMPLEX
2901 Dixwell Avenue, Hamden, CT 06518
203-287-2547, Fax 203-287-2693

Suzanne Burbage, Elderly Services Coordinator
Curt Leng, Chief Administrative Officer
Mimsie Coleman, Arts Coordinator
Marion Amodio, Library Director

BUILDING RULES AND REGULATIONS

1. The use of space in the Miller Complex (Thornton Wilder Hall, Foyer area, Senior Center Social Hall, Activity Room and Conference Room) is under the direct control of the Town of Hamden.
2. All applications for the use of space must be made to the Miller Management Board on the form prescribed. The application must state the purpose and nature of the activity for which the space is to be used. At least one of the individuals listed **MUST** be in attendance at the event. Applications must be approved by the Miller Management Board and signed by the Mayor's Designee. Return completed application to the Miller Management Board at the address listed above. Tentative reservations must be confirmed within 48 hrs. to confirm reservation. **APPLICATIONS WILL NOT BE ACCEPTED MORE THAN 6 MONTHS IN ADVANCE.**
3. **THE APPLICANT MUST OBTAIN, AT ITS OWN EXPENSE, GENERAL LIABILITY INSURANCE, WITH A MINIMUM LIMIT PER OCCURRENCE OF \$1,000,000 combined single limit for bodily injury and property damage. Additional Fire Legal Liability may also be required. A Certificate of Insurance naming the Town of Hamden as an additional insured must be furnished.** If applicant cannot furnish this certificate, applicant must request from the Risk Manager, a letter stating that the Town grants a waiver. Contact: Risk Manager, Hamden Government Center, Hamden, CT. 06518 (203) 287-7008.
4. A temporary food certificate may be obtained at the applicant's expense through Quinnipiac Valley Health District at (203) 248-4528. No potluck is allowed. A copy must be furnished to the Miller Board with the completed application.
5. The use of the Miller Complex for display or exhibit purposes must comply with Section 9-4.4 of the Fire Code. Plans showing details of the proposed exhibit or show must be submitted for approval with application.
6. The space reserved is to be used only on the date specified and for the purpose named on the application.
7. Permission may be rescinded without notice by the Town of Hamden if applicant fails to follow these Building Rules and Regulations. The use of space in the Miller Complex is granted under the following conditions:

- a. All Activities must be open to the public;
- b. **SMOKING IS NOT PERMITTED** in any area of the building;
- c. **FOOD AND RERESHMENTS ARE NOT PERMITTED** in any area of the building including the Thornton Wilder Hall Auditorium except the **Front Foyer and the Senior Center Social Hall. Failure to comply with this rule may jeopardize future usage of space in the complex.;**
****Groups participating in projects, must protect or cover all hard goods, ex. tables or chairs from damage.**
- d. Insurance and safety requirements must be met as set by the Town;
- e. Applicants may not bring in their own equipment unless prior approval has been granted;
- f. **The Town reserves the right to set appropriate guidelines as required by the activity or event.**

8. Americans with Disabilities Act Accessibility Requirements must be met. The Town of Hamden is committed to compliance with ADA to ensure that individuals with disabilities are not excluded from services, programs and activities. The Miller Complex is an accessible facility.

- a. Interpreter services. It is the responsibility of the sponsoring organization to provide a sign language interpreter for the hearing impaired, if requested. Call the Connecticut Commission on the Deaf and Hearing Impaired Interpreting Office (203/566-7414) to arrange for an interpreter and to discuss fees.
- b. Wheelchair accessible spaces: There is normally sufficient space for wheelchair access in Thornton Wilder Hall. If your organization anticipates 10 or more wheelchairs, please indicate this on the bottom of the Application Checklist so that chairs can be arranged properly.
- c. Promotional material: Press releases, brochures and flyers for Miller Complex events must state: **The Miller Complex is an accessible facility.**

9. First priority on use of space will be to the building tenants (Library, Arts Commission, Elderly Services) and their sponsored programs. **No club, organization or group may use any space on a continuing day-to-day, week-to-week, or month-to-month basis, unless programs or activities are held in cooperation with one of the building tenants.**

10. Applications will be processed in the order in which they are received. Applications must be filed **AT LEAST 10 BUSINESS DAYS BEFORE** the date for which application is made. We cannot reserve any date before receipt of this application.

11. The building will be open only with a custodian on duty. The custodian is not an audio/visual technician. The custodian does the setup and breakdown. In addition, the custodian will enforce the Building Rules and Regulations.

12. **Any organization that reserves space in the Miller Complex and fails to utilize that space for the agreed upon time, without giving prior notice and without good reason, will not receive priority consideration for a subsequent booking. Any organization that fails to show up a second time under similar circumstances will be denied future bookings.**

Cancellations are required at least 24 hours in advance, except during extreme weather conditions and other emergencies.

13. If police attendance is necessary, the persons in charge of the event will be required to provide same at their expense.

14. Use of Thornton Wilder Hall does not include permission to use the Arts Commission Anteroom or Office.

15. Miller Complex is NOT AVAILABLE ON THE FOLLOWING HOLIDAYS: New Years Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas. When a holiday is observed on a Monday or Friday, the building is closed for the three-day weekend.

16. **Entrances:** For events and activities in Thornton Wilder Hall and the Foyer area, please use the Main Entrance at the front of the building. For the Activity Room, Social Hall, or the Conference Room, enter through the Senior Center Main Entrance at the rear of the building. The hallway connecting door is kept locked evenings and weekends.

17. **Building & Custodial Use Fees** are listed below. Checks payable to the **Town of Hamden** must be received no later than seven business days prior to the use of space.

OUTSIDE USERS (For-profit organizations and all out-of-town organizations)

Building Use Fee:	Activity Room	\$25.00 per hour
	Conference Room	\$10.00 per hour
	Social Hall	\$30.00 per hour
	Social Hall with Kitchen	\$35.00 per hour
	Thornton Wilder Hall	\$50.00 per hour
	Thornton Wilder Hall Package	\$55.00 per hour (1 or more rooms)

Custodial Fees: Mon-Fri, 7:00 a.m. – 10:00 p.m. - \$35.00 per hour
Mon-Fri, before 7:00 a.m. or after 10:00 p.m., or **any time on Saturday \$60.00 per hour/ Sundays \$75.00 per hour**

OUTSIDE USERS (Hamden non-Profit organizations only– 501 (c) (3) or equivalent)

Building use Fee: No Charge Monday-Friday; Saturday and Sunday \$45.00 flat rate each day.

Custodial Fees: Mon-Fri, 7:00 a.m. – 10:00 p.m. no charge
Mon-Fri, before 7:00am or after 10:00pm or **any time** on Saturday
\$55.00 per hour/ Sundays \$65.00 per hour

***Large events, or more than 199 chairs, will be charged and additional 1 hour setup and an additional 1 hour breakdown in addition to reserved time requests.**

Your contact for any problems while here for evening events is Robert Romandetti, Public Works Building Night Supervisor at (203) 494-9024.

Please sign below to acknowledge receipt of this document and submit with your application. Thank you.

Signature of Applicant

Date