

## MEMORANDUM

April 19, 2024

To: Boxford Select Board  
From: 10 Elm Committee  
Re: Committee Update and Rental Fee Proposal

The 10 Elm Committee (“Committee”) was formed in January of 2023. The Committee initially worked on a description to be published on the Town website: The Center at 10 Elm is the perfect venue for your next event. Fully accessible, it can accommodate up to 147 guests and has 2 distinct spaces available. The "Barn" is a dynamic 2,400 sf space perfect for larger gatherings: celebrations, annual meetings, lectures and classes. The Barn is equipped with a state-of-the-art AV set-up, with a large drop screen and sound system. This flex space can also be divided for smaller groups. Both spaces open onto the outdoor patio. The Cummings House Lounge is an intimate setting for small meetings. It is equipped with a pool/conference table, television, wet bar, and electric fireplace. It's the perfect venue to host discussion groups, support groups, book and hobby clubs.

The Committee created and recommended a rental priority system, along with the following disclaimer: 10 Elm is not available for use/rent for commercial purposes, including solicitation or development of business, or for profit.

- Tier 1: Programs, meetings or events that are sponsored or co-sponsored by the COA.
- Tier 2: Town departments, boards and committees
- Tier 3: Boxford or Tri-Town-based non-profit, civic and/or charitable organizations that serve the Boxford Community primarily, do not charge membership fees, do not hold fundraisers and do not accept donations, or charge a fee to use municipal facilities.
- Tier 4: Non-Boxford based non-profit, civic and/or charitable organizations not directly associated with the Town that serve some members of the community but also the wider region that may charge a fee.
- Tier 5: Private rental by a Boxford Resident
- Tier 6: Private rental by a Non-resident

As part of the charge to coordinate community events, the Committee planned a Community Movie Night on June 17th. Approximately 30 people were in attendance. Some concerns were identified during the event:

- The doors were locked and needed to be propped open for the evening.
- There was no access to the kitchen, therefore water for drinking and cleaning had to be obtained from the restroom.
- There were complications with the AV and there was no one available to contact for help.

- The divider door is heavy and cumbersome to open – it takes 2 people and should have an orientation first.
- The lobby is unattended, leaving supplies and COA property at the reception desk vulnerable.

Another community event was coordinated by the Committee on December 17th: a lantern making party prior to Boxford's Grand Illumination. This event had approximately 80 people in attendance and was a festive opportunity to showcase the building. Again, the lack of access to water and cleaning supplies proved to make clean up after the event difficult. Additionally, the dumpster is currently located across the street by the previous COA building so bags of trash need to be transported.

The Committee has proposed the following recommendations for public use of the building:

- A designated staff person to oversee the calendar for operations and usage outside of COA hours.
- An online calendar that can be viewable and accessed by multiple people.
- An online reservation system for the public to submit their inquiries and requests.
- A list of rules and regulations to be signed by the renter or responsible party.
- Staff or volunteers onsite during public events for assistance with opening the building, monitoring and supervising the space, ensuring renter's compliance with rules and regulations, and securing the building.
- A cleaning fee applied to all fee-based rentals.
- A fee structure to correspond with the proposed priority tiers (attached).

Thank you for your consideration and support as we move forward with making this valued Town resource available for the whole community.

### 10 Elm Community Center Fee Schedule

ROOM #	TIER 1	TIER 2	TIER 3	TIER 4*	TIER 5*	TIER 6*
<b>Definitions</b>	Programs, meetings or events that are sponsored or co-sponsored by the COA	Town departments, boards and committees	Boxford or Tri-Town-based non-profit, civic and/or charitable organizations that serve the Boxford Community primarily, do not charge membership fees, do not hold fundraisers and do not accept donations, or charge a fee to use municipal facilities	Non-Boxford based non-profit, civic and/or charitable organizations not directly associated with the Town, serve the wider region, and may charge a fee	Private rental by a Boxford Resident	Private rental by a Non-resident
<b>Lounge</b>	No Fee	No Fee	No Fee	\$15.00	\$20.00	\$100.00
<b>Barn A or B</b>				\$35.00	\$50.00	\$250.00
<b>Barn A &amp; B</b>				\$70.00	\$100.00	\$500.00

\*Fees are per 2 hour rental

Rental length can be extended in additional two-hour rental increments

\*Cleaning Fee - \$100.00 for all tier 4 - 6 rentals

Catered events using licensed and approved caterers include use of kitchen

Rental includes 30 minutes of set up and 30 minutes of breakdown time