

Facility Rental at Montpelier Senior Activity Center during Pandemic *effective October 2020*

58 Barre Street, Montpelier, VT 05602 • Phone: 223-2518 • Office Hours: Mon-Fri, 9:00am-4:00pm

Contact for Decisions / Room Scheduling after filling out [Facility Rental Form](#) : Janna Clar, jclar@montpelier-vt.org, 802-223-2518

Contact for Billing: Harry Divack: hdivack@montpelier-vt.org, 802-223-2518

Contact for Catering Options: Justin Turcotte, Good Taste Catering, LLC, snowchef@yahoo.com, 223-6012

Covid-19 changes – updated October 2020

1. Because MSAC is a facility primarily serving vulnerable adults, we are **subject to State of Vermont guidelines for safe re-opening of senior centers**, which, along with other Dept. of Health and City of Montpelier guidelines, dictate safety practices and policies. Due to multi-faceted projected revenue losses during the pandemic, the City is allowing MSAC to do some limited facility rentals as a part of our financial strategy, and past recurring renters will be given priority.

2. During the pandemic, we have **more M-F daytime availability for rentals than usual**, but rentals are generally limited to when our limited MSAC programs are not happening. Decisions are made on a case by case basis, and a **[facility rental form](https://www.montpelier-vt.org/FormCenter/Community-Services-11/Facility-Reservation-Request-58)** (<https://www.montpelier-vt.org/FormCenter/Community-Services-11/Facility-Reservation-Request-58>) **must be filled out** before reservations proceed.

3. We currently have significantly **less evening and weekend availability than usual**. Non-MSAC hours for rentals are only possible

for recurring rentals and require training for Covid-19 health screening requirements and other obligations to the renters.

4. We currently have **lower room occupancies** than usual.

5. At this time, MSAC **facility rentals at any time require cooperation with all Covid-19 safety guidelines for all people entering our facility** including required masking, physical distancing, temperature checks, and out-of-state travel/exposure/symptomatic exclusions. Details to be provided at time of booking.

6. MSAC reserves **right to further limit/change facility rental policies** and to increase rental fees again during Covid-19. Fees below were updated in February 2020 per budget targets established last year.

Continue to page 2 for rates, space descriptions, occupancy limits.

Continue to page 3 for additional fees, equipment, and information.



Montpelier
Senior
Activity Center

Facility Rental at Montpelier Senior Activity Center during Pandemic *effective October 2020*

58 Barre Street, Montpelier, VT 05602 • Phone: 223-2518 • Office Hours: Mon-Fri, 9:00am-4:00pm

Contact for Decisions / Room Scheduling after filling out [Facility Rental Form](#) : Janna Clar, jclar@montpelier-vt.org, 802-223-2518

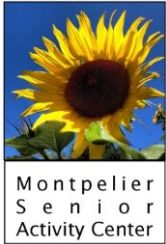
Contact for Billing: Harry Divack: hdivack@montpelier-vt.org, 802-223-2518

Contact for Catering Options: Justin Turcotte, Good Taste Catering, LLC, snowchef@yahoo.com, 223-6012

Rental Space Options, Rates and Covid-19 Pandemic Occupancy Updates

	Community Room & Arts Area	Community Room only	Arts Area only	Activity Room	Studio	Resource Room
Room Size	Largest	Large	Medium	Medium	Medium	Small
Location/ Notes	Downstairs, main room – access to kitchenette with mini-fridge, sink, microwave, coffee machine available	Downstairs, portion of main room – access to kitchenette with mini-fridge, sink, microwave, coffee machine	Downstairs, portion of main room – access to sink	Upstairs – ceiling-mounted projector and sound system available for use	Upstairs	Downstairs, front Currently unavailable – serving as FEAST office during pandemic
Privacy	Less – open space with possibility of noise from surrounding areas	Less – open space with possibility of noise from surrounding areas	More – enclosed, but with possibility for noise from surrounding areas	Most – enclosed	Most – enclosed	
Max. Capacity	20 lecture style, OR 14 at tables	12 lecture style, OR 10 at tables	8 lecture style, OR 8 at tables	8 lecture style, OR 8 at tables	8 lecture style OR at tables; OR space for 8 yoga mats	
Suitable Uses (examples)	Classes, lectures, concerts, meals, parties, films, art shows, presentations, memorial services	Classes, lectures, concerts, meals, parties, films, art shows, presentations, memorial services	Classes, lectures, presentations	Classes, rehearsals, films, games, presentations, meetings	Movement classes, meetings (no food or drink allowed in this room)	
Minimum Rental Rate (covers 2 hrs)	\$100	\$80	\$60	\$50	\$50	
Cost per add'l hour	\$50	\$40	\$30	\$25	\$25	
Max rate for full day	\$300	\$240	\$180	\$150	\$150	

Only a signed agreement and confirmation by MSAC staff reserves space. Availability/occupancy/rates subject to change during Covid-19 pandemic.



Facility Rental at Montpelier Senior Activity Center during Pandemic *effective October 2020*

58 Barre Street, Montpelier, VT 05602 • Phone: 223-2518 • Office Hours: Mon-Fri, 9:00am-4:00pm

Contact for Decisions / Room Scheduling after filling out [Facility Rental Form](#) : Janna Clar, jclar@montpelier-vt.org, 802-223-2518

Contact for Billing: Harry Divack: hdivack@montpelier-vt.org, 802-223-2518

Contact for Catering Options: Justin Turcotte, Good Taste Catering, LLC, snowchef@yahoo.com, 223-6012

Additional Information and Fees

Building is fully ADA-accessible and LEED-Platinum certified.

Bulk rental rates and occasional other discounts are available.

Renters reserving and paying at least 50% in advance for six dates or more are eligible for bulk rates of 15% off. Occasional low-impact rentals during business hours may also be eligible – inquire if interested.

Full-service on-site catering is available. Renters may hire our on-site caterer, Good Taste Catering, LLC, who operate in our commercial kitchen licensed by the State of Vermont Department of Health. Since this is a City of Montpelier facility, alcohol may only be served when the following conditions have been met: 1) Approval granted by MSAC Director; 2) Apply in City Clerk’s office for city permit showing that alcohol will be served by someone licensed to do alcohol catering, subject to a \$20 catering permit fee; 3) City Clerk gets clearance from State Dept. of Liquor Control.

High-speed wireless internet access is included in all rentals.

Available Equipment: Large and small folding tables in three sizes, chairs, flat screen TV, DVD player, phone with speaker option, ceiling mounted digital projectors in two rooms, sound systems, portable partitions for visual separation, piano, electric keyboard, 12 music stands, blackboards, white board on moveable easel, podium. Not all equipment is available with all space rentals, and some has fees. Please inquire for availability.

New: Inquire separately for commercial kitchen rental and current rates. Kitchen availability is limited, when not in conflict with other scheduled space uses, and rental of kitchen requires additional orientation with a Good Taste Catering, LLC employee. (Note: we are in process of creating a kitchen rental rate sheet with details of what can and can’t be used, etc.) Also, during the pandemic, kitchen rental may be completely restricted – inquire with questions.

	Additional fees and requirements that may apply – created pre-Covid-19, subject to increase
A/V Equipment Use	\$35 (Can connect to DVD player, laptop, etc. Equipment availability varies by room. A MSAC designated person will show you how to use the equipment during MSAC office hours)
Chair and Table Set-Up and Breakdown (optional)	Based on number of chairs: \$5 up to 10, \$10 for 11-30, \$15 for 31-50, \$20 for 51-70, \$25 for 71-90, \$30 for 91+
Additional Cleaning Fee for Large Groups (required for groups 15+)	\$40 (expectation is that all renters leave the space as you found it and remove garbage to dumpsters). <i>During pandemic times, some sanitization is also required to be completed by some rental groups.</i>