

RECREATION & COMMUNITY
ENHANCEMENT COMMITTEE
MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

January 10, 2012 - 5:00 P.M. – Council Chambers - Town Hall

CALL TO ORDER

AGENDA ADOPTION:

1. Island Activity Center (Gymnasium)
 - Work Program Update
 - Draft Rules and Use Application
 - Signs
2. Project Report Updates
3. Committee Member Comments

ADJOURN:

Next Meeting – March 13, 2012



STAFF REPORT

To: Recreation & Community Enhancement Committee

From: William Neville, Director of Planning

Date: January 10, 2012

Subject: Island Activity Center

The Recreation & Community Enhancement Committee received approval from Town Council to name the Island Activity Center (former Gymnasium) and proceed to repair and renovate it for continued use by the community. The ownership transfer from Accomack County is completed.

The Committee is requested to review and provide recommendations to the Town Council on the proposed rules and application for use that are attached.

A draft master plan for the Chincoteague Community Gymnasium has been prepared to follow our model for deliberate planning and management of Town properties. With adoption of the rules and fees (if applicable) for use of the facility, information can be presented to the community and listed on the website.



MEMORANDUM
Town of Chincoteague Inc.

Date: June 29, 2011 (revised January 9, 2012)

To: Recreation and Community Enhancement Committee members

From: Robert Ritter
Town Manager

RE: Plan for the Island Activity Center

1. Adopt Rules and Application Forms
2. Exterior Fix
 - a. Paint fuel tank anchor down (Suburban to replace)
 - b. Eye brows or pave entrance into gym from Smith St Ext. middle of parking area
 - c. Place parking bumpers on each side of parking area (SE and NW sides)
 - d. Place bollards in front of Doors of the Gym
 - e. Put in sidewalks to parking area
 - f. Signage and posting of rules
 - g. Main entrance vestibule
3. Interior Fix
 - a. Make one of the rooms into a locker room
 - b. Keep one room for storage and supplies
 - c. Fix all ceiling lights
 - d. Have heater system checked out by a professional
 - e. Make sure all doors work for emergencies
4. Operations
 - a. Sign up sheet will be at the Town office to reserve a time for use. You must be 18 years of age to reserve the gym
 - b. Town staff will unlock the doors during working ours the police will lock the doors during off working ours (i.e. working ours = 8:00 am – 5:00 pm).



**TOWN OF CHINCOTEAGUE, INC.
ISLAND ACTIVITY CENTER
RULES:**

- 1. NO ALCOHOLIC BEVERAGES**
 - a. It is the stated policy of the Town of Chincoteague that no person shall possess, take a drink of, or consume any alcoholic beverage, or tender a drink thereof to another, at such public facility.**
 - b. Violation of the above provisions shall constitute a Class 4 misdemeanor and any person found guilty thereof shall be fined up to One Hundred Dollars (\$100).**

- 2. NO DRUGS OR FIREARMS**
 - a) No weapons or firearms of any kind are permitted.**
 - b) No drugs are permitted.**

- 3. NO PUBLIC DISTURBANCE**
 - a) No person shall with the intent to cause public inconvenience, annoyance or alarm or recklessly creating a risk thereof, while at said public facility, engaging in conduct having direct tendency to cause acts of violence by the person or persons at whom individually such conduct is directed.**
 - b) No excessive noise as provided by Chapter 22, Article II of the Town Ordinance is permitted.**

- 4. FACILITY IS AVAILABLE FOR PUBLIC USE BY GROUPS ONLY**
 - a) The primary use of the Island Activity Center is for the youth athletics groups of the Island and their use may supersede any other function. Banquets and musical or theatrical performances are not permitted.**
 - b) All persons who wish to use the facility must complete an application and secure a written permit specifying the date, time and exact use.**
 - c) All reservations/applications for use of the facility will be accepted no sooner than one month (30 days) prior to the activity.**
 - d) Permits shall be generally issued on a first come first serve basis.**
 - e) Groups shall be defined as ten (10) or more people for a single function.**
 - f) A permit shall be further executed by said group or a member thereof, and provides that the groups or person executing the permit shall be responsible for any and all damages to said facility committed by said group or any member thereof. The Town Manager may require either that such person or group provide evidence of financial responsibility or appropriate liability insurance.**
 - g) A copy of said permit shall be maintained by the applicant, which shall be physically available upon request, to any member of the Town of Chincoteague, Inc. staff or police officer of the Town.**
 - h) Adult(s) (over 18 years of age) must be present with children (under 18 years of age).**

5. RESPONSIBLE PERSON MUST BE IDENTIFIED ON APPLICATION FORM

- a) Key must be signed out and in. You are required to fill out the facility use application form for billing & contact purposes.
- b) Key must be returned within 24 hours of reserved date or there will be a \$25 charge. If you do not return the key and have to be charged or you do not pay the charge you will not be permitted to reserve the facility in the future.
- c) Do not give anyone else the key. You sign it out, you sign it back in.
- d) If you enter the Island Activity Center as a permittee and find the building or equipment in any other condition than clean and well maintained please report your findings immediately to the Town Office or Police Department.
- e) If there are any damages to the facility during your supervision (as you signed the form), you will be billed for the repairs or replacement. You will not be allowed to reserve or use the facility again.

6. USE OF FACILITY

- a) Building occupancy is limited to no more than 50 persons.
- b) Exit doors to the building may in no way be blocked for emergency purposes.
- c) Lights and the heating system are to be turned off when not in use.
- d) No bicycles or skateboards are permitted in the building.
- e) No pets shall be permitted in or on the property of the Island Activity Center.
- f) Facility equipment cannot be exclusively reserved by any one group.
- g) No person shall destroy, deface or injure any part of said property, or otherwise throw or discard or cause to be thrown or discarded any trash, garbage or other litter. All trash, garbage or other litter must be removed from the premises by the permittee.
- h) The Town Manager or any public officer, who has probable cause to believe that any person is not utilizing the facility in accordance with these rules, shall have the right to terminate such person's use of the facility and to expel such person from the premises. Any person failing to leave when so instructed by any such person shall be guilty of a separate offense of trespass and shall be prosecuted.

7. FACILITY USE FEES

- a) Any group or private entity, whether for-profit or not for-profit, that will charge a fee for their program at the Island Activity Center shall:
 - Allow the public to participate
 - Pay a nominal fee of \$25 per hour that is reserved for a specific use
 - Not dominate the use of the Island Activity Center throughout each month
- b) Any group or private entity that reserves the facility for exclusive use shall pay a fee of \$250.00 per 4 hour period.

Emergency
911

Town Office
(757) 336-6519

Police
(757) 336-3155

TOWN OF CHINCOTEAGUE, INC.
6150 COMMUNITY DRIVE
CHINCOTEAGUE, VA 23336
757-336-6519
Gymnasium Reservation
Application

Permit #: _____ Date of Application: _____

Name of Group: _____

Name of Responsible Person: _____

Address of Applicant/Responsible Person: _____

Phone Number of Applicant: _____

Purpose of Reservation: * _____

Signature of Applicant: _____

*If further explanation is necessary for use, please use reverse side of application.

I have read, understand and agree to the list of rules regarding the gymnasium use and reservation. I also understand that if any of the rules listed are violated, I may be billed for any damages or cleanup costs and may not be allowed future use of the facility.

Signature of Applicant: _____

Application Approval: _____

(Town Official)

Town Use Only:
Comments or Restrictions of Use:
