



# Safe Graduation Information & Policies



10 South  
Eagleville Road,  
Mansfield, CT  
06268

860 429-3015

[mansfieldcc.com](http://mansfieldcc.com)

On behalf of the organizing committee from my school, I have read and understand the information contained in this brochure and agree to all requirements noted.

Name of committee representative (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Address: \_\_\_\_\_

Mailing address for contact person: \_\_\_\_\_

Street: \_\_\_\_\_ Town: \_\_\_\_\_ Zip \_\_\_\_\_

Contact person's email address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

For more information contact: Mansfield Community Center, 860 429-3015 or visit [www.mansfieldcc.com](http://www.mansfieldcc.com)

## Organizing Committee Requirements

- Safe Graduation/Project Graduation Organizing Committees must have at least one organizational meeting on site with the facility administration to review functions and activities for the event.
- The committee must agree to assume full financial liability for facility damage above and beyond nor-mal usage.
- The committee must also agree to enforce the pol-icy whereby students who leave the facility during the event may not be allowed to re-enter.
- No smoking is allowed in the Mansfield Community Center building or the grounds around the building. The committee must agree to enforce this policy with the attending students.
- Alcoholic beverages are prohibited in the facility. The committee must agree to enforce this policy with the attending students.
- The committee must check students upon entry to the facility to ensure that: 1) attending students have not consumed alcoholic beverages prior to entry; those students suspected of intoxication will not be permitted to enter the facility; and 2) back-packs or equipment bags are inspected for any illegal or unapproved substances.
- The committee will ensure that food and drinks will remain in designated areas only.
- The committee will ensure that non-marking court shoes will be worn in the gym area.
- The committee agrees to provide a list of those students who plan to attend, accurately account for each student, and provide a copy of the registration form or signed waiver for each student.

### Other

The Town of Mansfield Parks & Recreation Department and the Mansfield Community Center reserves the right to deny a Safe Graduation or Project Graduation party to any school and/or organizing committee that cannot demonstrate the ability to adhere to all requirements listed above.

## **Facility**

The Mansfield Community Center is a 38,000 square foot facility with a full size gym, locker rooms, six-lane by 25-yard competition pool, therapy pool, teen center, arts & crafts room, meeting rooms, and complete fitness center. Safe Graduation or Project Graduation parties will be limited to the first floor only, which includes everything but the fitness center and walking/jogging track. Attached is a facility brochure, floor plan, and room descriptions.

## **Fee**

A \$250 deposit is required at the time of reservation request. A deposit submitted does not guarantee a date requested until the Mansfield Parks & Recreation Department has confirmed all requests from local high schools (see reservations below). A \$20 per student charge will apply. The fee includes full access to the Mansfield Community Center first floor activity areas, facility rental costs and staff coverage. No other fees will be applied unless facility damages are incurred or clean-up responsibilities are not fulfilled. The deposit will be retained until such time the facility manager has confirmed adequate facility clean-up.

## **Reservations**

The Mansfield Community Center is committed to provide E.O. Smith High School with first priority scheduling. The E.O. Smith Safe Graduation party is typically held on the night of graduation. The E.O. Smith graduation date, although established as part of the school calendar year, may change depending upon snow cancel-lations and required school make-up days. It is expected that by April 1st of each year, the Mansfield Community Center will have some preliminary target dates. The attached request form should be submitted as soon as your school's organizing committee has a target date, can list a main contact person, and can submit the required deposit.

## **Hours of Event**

10 p.m. to 4 a.m. Set up and clean up time is negotiable.

## **Chaperons**

One chaperon is required for every 10 students attending.

## **Insurance**

The organizing committee and/or school must submit a certificate of insurance naming the Town of Mansfield as additionally insured.

## **Waiver**

A Town of Mansfield waiver must be signed by the parents of each attending student. We suggest that this waiver be added to any registration form or other parental permission form that the organizing committee requires from each student.

## **Decorations/Deliveries**

The organizing committee must detail the decoration plans in writing at least one month prior to the event. We require that the organizing committee or its representative meet with the facility administrative staff to review decoration plans before plans are finalized. No tape of any kind can be used on walls, windows, and ceilings.

Decorations with glitter or sparkles are also prohibited. Deliveries of equipment, decorations, food, etc. must be prearranged and the Mansfield Community Center staff must be notified at least one week in advance of specific times of deliveries. All equipment must be picked up by 12 p.m. following the event.

