

BIDDEFORD POOL COMMUNITY CENTER BOARD OF TRUSTEES POLICIES AND PROCEDURES

Adopted 11/18/15

Amended 3/1/17

Amended 3/1/18

Amended 3/18/2020

Amended 2/16/2022

Amended 6/14/2023

ARTICLE I. APPOINTMENT OF COMMITTEES

Within one month of the Annual Meeting, the President shall review and present to the Board of Trustees (B of T) the Chairs of the following committees for approval:

Art Display Committee

This Committee shall consist of no fewer than two (2) members. The Committee shall be responsible for coordinating artists and schedules for displaying the artwork of local artists in the Biddeford Pool Community Center (Center). The Committee shall make periodic reports to the B of T (see Appendix A).

Buildings and Grounds Committee

This Committee shall consist of no fewer than two (2) members. The Committee shall have possession of one (1) full set of keys to the Center building. The Committee shall be responsible for the satisfactory operation and maintenance of the building as well as emergency repairs. The Committee shall see that the grounds are maintained in an appropriate condition. The committee shall inspect the facilities prior to and following any function held in the building (see Appendix B).

Communication Committee

This Committee shall consist of no fewer than two (2) members. The Committee shall be responsible for maintaining the BPCC website, making periodic announcements and updates to the Membership, coordinating building activity and use, as well as managing Membership records.

Creative Studio Committee

This Committee shall consist of no fewer than three (3) members. The Committee shall engage different facilitators who offer a variety of creative classes throughout the year. Its mission is to engage the creative minds of the Membership and the community at large.

Functions Committee

This Committee shall consist of no fewer than three (3) members. The Committee shall be responsible for the planning and execution of social functions. The Committee shall present a list of proposed activities to the B of T.

Joan Beaudry Education Committee

This Committee shall consist of no fewer than three (3) members. The Committee shall review applications from college students with ties to members of BPCC and make recommendations to the B of T for consideration and approval (see Appendix C).

Library Committee

This Committee shall consist of no fewer than two (2) members with support from various volunteers. The Committee has an annually approved budget for the purchase of books, materials and programs. In addition to the lending of library materials, the Committee, along with its volunteers, shall also be responsible for arranging summer programs for community youth. These programs will occur only when there are enough volunteers to implement the programs.

Sunshine Committee

This Committee shall acknowledge individual member's circumstances by extending messages of support.

Other Committees

If it is deemed advisable to have an acting finance committee, the B of T may constitute itself as a Finance Committee and take on the responsibilities thereof. Should there be need for investment advice, the President, with the approval of the B of T, may appoint one or more investment advisors.

ARTICLE II. AFFILIATED ORGANIZATIONS

Biddeford Pool Coastal Historical Society

This Society was originally formed to organize the celebration of the 400th Anniversary of Richard Vines landing in Biddeford Pool in 2016. Since then, it has collected, sorted and digitized thousands of images of our coastal area, and presented numerous lectures and slideshows regarding the many facets of our history. The Society continues in this effort to collect and disseminate this important history, as well as the minutia of our past.

ARTICLE III. REVIEW OF BOOKS

No later than August 15th the President shall arrange for a review of the Treasurer's accounts and shall deliver to the reviewer the BPCC's checkbooks and other pertinent papers. The results of the completed review shall be presented to the B of T at its September meeting, and subsequently presented to the membership at the Annual Meeting in October.

ARTICLE IV. REGULAR MEETINGS

At the first meeting of the B of T following the Annual Meeting, a meeting schedule will be set. The meeting schedule information will be distributed to the General Membership. When at all possible, the day and time of B of T meetings should remain the same throughout the year. A meeting may be omitted at the discretion and by majority vote of the B of T provided there are no less than the nine (9) required meetings specified by the By-Laws.

ARTICLE V. DUES

Membership dues are established at \$40.00 per family, \$25.00 per individual. Dues are assessed for the calendar year and are payable in January of each year. The Treasurer shall notify delinquent Members by mail only once, on or about June 30th of each year. Members otherwise eligible to vote at the Annual Meeting shall lose that eligibility and their status as active members if their current dues are unpaid at the time of the Annual Meeting in October.

Families or individuals joining BPCC for the first time become active Members when their dues are paid. Dues paid during the period after the Annual Meeting and before the end of the calendar year by a family or individual joining BPCC for the first time are applied to the following year's membership. Members may make donations to BPCC over and above regular dues payments. If not specified, these donations will accrue to BPCC's General Fund. When clearly directed, these donations will accrue to the specified fund or project.

ARTICLE VI. ALLOCATING FUNDS

The B of T will establish an annual budget for the Library. It is understood that any donations made to the Library are over and above the established budget. Monies not used in any calendar year are not rolled over to the following year.

The B of T is responsible for making monetary decisions of \$200.00 and above. Committees wishing to spend more than this must request permission from the B of T to do so except for the Function's Committee when there has been preapproval for a specific event.

Monetary decisions must be made at a regular B of T meeting unless an emergency occurs where immediate action is necessary (e.g., an urgent building repair). In such a case, the President, a Trustee at Large and the appropriate Committee Chair can decide to spend funds above \$200.00. This decision must then be ratified at the next regular meeting of the B of T.

ARTICLE VII. DONATIONS

BPCC may make monetary donations to individuals and organizations subject to the following guidelines:

Individual Donations Guidelines

Considering Article 1., Section 2 of BPCC's By-Laws, residents of the Biddeford Pool area in Biddeford, Maine are eligible to request and receive donations. Residents of the Biddeford Pool area are generally considered to be individuals living either full-time or part-time within the geographic boundaries delineated for voting Membership and individuals who have moved from this geographic area but continue to be Members.

Donations from BPCC are intended to assist individuals in meeting unforeseen financial hardships. Unlike the BPCC educational funds that provide assistance for an expected, planned activity, donations to individuals provide assistance for unexpected events such as uninsured necessary medical expenses, job loss, and uninsured accidents.

Donations are generally limited to no more than \$100.00 per request and individuals from the same household should be limited to no more than two requests in a 12-month period.

The B of T will evaluate requests at any regularly scheduled meeting and may opt to delay a vote on a specific request to some specified future time to allow for sufficient consideration of the issue.

Organization Donations Guidelines

The purpose of BPCC's guidelines for donations to charitable organizations is to help the B of T evaluate requests for financial assistance in a uniform, consistent manner and to make such contributions in a way that is in keeping with BPCC's By-Laws. These guidelines are intended to provide a checklist for Board Members when evaluating requests for donations from charitable organizations.

What is the purpose of the charitable organization?

What evidence is there of the service provided by the organization?

Does the organization's purpose further the mission of BPCC?

How does the organization benefit BPCC and its Members?

What population does the organization serve?

What geographic area does the organization serve?

Can BPCC earmark a donation?

Does the organization have a sustainable business model?

Is the organization a non-profit?

What are the organization's sources of funding?

What percentage of the organization's revenue supports its mission?

Are BPCC Members actively engaged in the organization?

ARTICLE VIII. BPCC BUILDING USE

Members and non-members may use the building as outlined in the Rental Application and Building Usage Guidelines. See Rentals Application, Building Usage Guidelines, and Activity Waiver Form (Appendix B).

The B of T has the right to request a certificate of insurance from the organization having an event and wishing to rent the building. B of T has the right to preclude use of the building at any time, as well.

ARTICLE IX. USE OF MAILING LIST

Either an individual/family or an organization (e.g. UNE) can request that their information be distributed to the BPCC community via email. When the B of T receives a request, the following procedure and criteria will be used to evaluate the request.

Procedures for distribution of the information provided by the requester:

- 1) Under no circumstances would the requester have direct access to the mailing list of the BPCC.
- 2) The requester who wishes the BPCC to distribute their information will contact the President of the BPCC and provide a copy of the information they wish the BPCC to distribute to its Members.
- 3) The President will reach out to the entire Board to make a determination as to whether the mailing list can be utilized for that situation.
- 4) If a decision is made in a given situation to allow the information to be distributed to the BPCC community, the Secretary will utilize the BPCC email software to distribute the appropriate information. The Officers and Trustees of the BPCC reserve the right to make changes to the information being sent out.

Criteria that will be used in evaluating a request for distribution of information:

- 1) Requests from individuals/families for the distribution of information will be evaluated on the following criteria:
 - a) Is the individual/family meeting a foreseen or unforeseen hardship?
 - b) Will the distribution of information benefit the BPCC and/or its Members?
- 2) Requests from organizations for the distribution of information will be evaluated on the following criteria:
 - a) What population does the organization serve?
 - b) What geographic area does the organization serve?
 - c) Are BPCC Members actively associated with the organization?
 - d) Does the organization benefit the BPCC and/or its Members?
- 3) The use of the BPCC mailing list shall not be granted to a political organization or a political candidate.
- 4) The use of the BPCC mailing list shall not be granted to a commercial entity.

APPENDIX A. Biddeford Pool Community Center Guidelines for the Display of Artwork

Artists wishing to display their work, such as original paintings and photographs, at BPCC shall submit representative photographs of the work they propose to display along with a brief artist statement and bio (artist photograph optional) to the Art Display Committee Chair.

The B of T reserves the right to accept or decline the work of any artist. The B of T further reserves the option of having the works of multiple artists displayed at one time, establishing display themes, and making any other decision it deems appropriate.

BPCC Members and Artists by the Sea participants will be given priority in displaying their work. In an effort to ensure that a variety of artwork is displayed, the B of T may limit the number of times an artist can display work at BPCC. As a general rule, art will be displayed for a period of up to one month in the summer and up to two months at other times. These time frames are subject to change at the discretion of the B of T.

All work should be properly wired and ready for hanging. Display labels with the artist's name, title, medium, size, and price should be attached from the back side of the piece in order to be viewed from the front. **Labels, artist statements, or bios cannot be attached to the walls.** Artists may, at their own expense, hold an art show "opening" at a mutually agreed upon time during their showing. The artist will be responsible for all aspects of the opening including set up, refreshments and cleaning up within 24 hours of the opening. Furniture moved for the opening must be returned to the original location.

The artist is responsible for coordinating with the Art Display Committee for hanging their work and having a reception.

Although BPCC will make a reasonable effort to secure the building, the artist agrees that neither BPCC nor the B of T nor any of its agents is responsible for the safekeeping of the artwork.

Further, artists will pay BPCC a fee equal to 15% of the sales price of transactions resulting from a display at BPCC. Transactions are solely between the artist and the buyer.

The Art Display Committee Chair acts on behalf of B of T in these matters. Additionally, the B of T may modify these guidelines from time to time as it deems appropriate.

The B of T has the final say in the interpretation and implementation of these guidelines.

I wish to display my artwork at the Biddeford Pool Community Center, and I agree to the terms and conditions set forth in these guidelines.

Name: _____

Signature: _____

Date: _____

APPENDIX B. Biddeford Pool Community Center Rental Application and Building Usage Guidelines

Name: _____

Requested Rental Date/Time: _____

Event Type: _____

Phone: _____ **Email:** _____

Renter's Address:

Address	City	State	Zipcode
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Rental Fees

- Non-profit organizations using the Center will be asked to make a donation to BPCC of \$75.00.
- Neighboring non-profit organizations may be granted use of the Center for meetings and programs that are free of charge and open to the public.
- For-profit organization may use the BPCC property only with the express approval of the B of T. In addition to the standard rent BPCC requires 15% of the funds raised during the use of the space.
- In the event of a cancellation BPCC will refund the security deposit and rent unless another rent paying event was precluded from using the Center due to the originally scheduled event. In this case, half of the security deposit and all of the rent will be refunded.
- Pre-paid \$100.00 security deposit. (Refundable, See **Security Deposit and Damages** on page 2)

Rent

- *Entire Hall: \$150.00 Members / \$300.00 Non-Members.*
- *1st Floor only: \$50.00 Members/ \$100.00 Non-Members.*
- *2nd Floor only with kitchen: \$100.00 Members/ \$200.00 Non-Members.*
- Heat Surcharge: From November 1 through April 30, please add \$25.00 to your rental fee.
- The B of T maintains the right to waive or modify any fees associated with the use of the Center.

Based on the above, the total cost for your rental is: \$ _____

Checks should be made out to Biddeford Pool Community Center.

Biddeford Pool Community Center Terms of Agreement Hall Usage Policy and Terms

Please read the material below. Your signature on Page 3 of the agreement acknowledges your understanding of the requirements and agreement to abide by the BPCC policies.

Liability Coverage:

All renters must provide proof of coverage. If you are a non-commercial renter, please send us a copy of the Liability page of your homeowner's insurance policy. All commercial vendors/caterers must send a copy of your liability policy and State Liquor & Bartenders License.

Use of Alcohol:

If you are having alcohol on the property during your rental:

- Alcohol may not be sold at the event and this means that you may not charge a fee to attend the event.
- Alcohol may be consumed only within the building and within the fenced area of the yard.
- No consumption of alcohol by minors is permitted.
- The renter agrees to ensure alcoholic beverages are consumed in a responsible manner.

Smoking: There is no smoking in the BPCC building and outside grounds.

Site Decoration:

Nothing can be hung from the ceiling and no nails, screws, staples or tacks may be used on the walls. Tacks can be used on the bulletin boards. Any tape or gum-backed materials must be properly removed. Any wall/trim damage will be deducted from the security deposit.

Cleaning and Trash Removal: The building and grounds of BPCC must be left in the same condition as you found it. This includes but not limited to:

- Anything used in the kitchen must be cleaned and put away.
- The counters must be cleaned and no dishes, clean or dirty, may be left in the sink.
- The floors should be swept and damp mopped, if necessary.
- Please remove all food and beverages from the refrigerator and premises.
- All trash and recyclables must be bagged and taken home with you.
- Please clean the bathroom and damp mop the floor.
- Any items borrowed from BPCC, i.e., linens, tables, chairs, etc., must be returned within 24 hours. Linens must be returned clean.
- The library area is not included in any rental unless an actual Library event is taking place.
- When leaving please make sure all windows and doors are closed and locked. Leave all bathroom doors open.

Security Deposit and Damages: The security deposit check of \$100.00 payable to BPCC is required and due with your reservation and rental payment. The deposit will be refunded within three (3) days following the event provided the premises are maintained and left in the same condition when rented. If any cleaning or repairs are deemed necessary, beyond normal use, the cost will be charged and deducted from the security deposit at the sole discretion of BPCC

Capacity: The renter understands that the maximum standing capacity of BPCC is 60 people on each floor for a total of 120 and agrees the total number of attendees will not **exceed** this limit.

Upstairs Hall (1 bathroom)

- 24'wide x 39' long, which includes an 8' section that is carpeted
- 1 serving table 36" wide x 100.5" long
- 1 drop leaf table 45" x 53"
- 2 folding, rectangular tables 30" x 96" that seat 8,
- 6 folding, round tables 60" wide, seat 8
- 3 folding tables 30" x 60",
- 3 folding tables 30" x 48"
- 60 folding chairs

Downstairs Hall (1 ADA approved bathroom)

- 23'wide x 34'long, which does not include the Library area
- 7 folding card tables
- 24 stackable chairs
- 6 upholstered chairs placed around the room

Noise: The renter acknowledges that the premises are located in a residential neighborhood and therefore agrees to control the noise level at the event such that it does not disturb the neighbors. Music must end by 10 P.M. during weeknight (Sunday through Thursday) and by midnight on weekends (Friday and Saturday).

Parking: Guests are responsible for observing all posted parking regulations and may not block driveways. A limited amount of Handicapped parking signs are available upon request. The city police do take note and ticket illegally parked cars.

Security Deposit and Rent checks:

- a. Must be made out to Biddeford Pool Community Center.
- b. The rental date must be printed in the memo section of the check.
- c. Checks should be mailed to BPCC, PO Box 247, Biddeford Pool, ME 04006.
- d. Full rental payment and the security deposit check, along with the signed agreement, are required to reserve the date and space.

Please feel free to call the BPCC Building Committee @ _____ in the event of questions.

Thank you,

BPCC Representative

Date

I agree to honor the above conditions:

Renter

Date

**APPENDIX C. Joan Beaudry Memorial Education Award
Biddeford Pool Community Center
Eligibility Guidelines/Application Process**

Joan Beaudry was a longtime Biddeford Pool resident and a passionate educator who taught in local Biddeford area schools for over 30 years. Joan truly understood and appreciated the value of education. BPCC has a long history of supporting local area students and their educational needs. Although BPCC's records are somewhat ambiguous about the original intent of when the program was started and how it was managed in the early years, we do know that a few local residents received "Awards" in the 1950's and early 1960's. The idea of a formal Education Fund was first suggested at a Board Meeting in the late 1980's when John Hennedy and Joan (BPCC Board Members at the time) were assigned the task of researching BPCC's records and drafting a proposal for a revised Education Fund. The purpose being to assist local area students with the cost of their education. The first fund-raising event was an annual Memorial Day beach race and Community Center breakfast, which was very popular with the local community. In 1992, after Joan and her daughter, Mary Ann, tragically died in a car accident the Fund was renamed the *Joan Beaudry Education Fund* in her honor and in recognition of her dedication to the community and education. Since its inception, more than \$100,000 has been raised, with funds being awarded to help area students with their expenses for furthering their education.

ELIGIBILITY:

- Applicant shall have ties to the Biddeford Pool community, as defined in BPCC's geographical boundaries found in the By-Laws. Applicant's immediate family shall be members of BPCC. Grandchildren of active members are also eligible.
- Exceptional need applications from students not directly associated with the Biddeford Pool community will be considered if a member in good standing chooses to petition the Education Committee on a student's behalf. Member must explain his or her relationship (familial relationship is not a requirement) to the student, describe the student's exceptional circumstance(s), and describe why he or she believes the student warrants award consideration. The member also may be asked to appear before the Education Committee to provide additional information.
- Applicant must be a graduating high school senior accepted to an accredited two- or four-year college, or a current college student actively enrolled at an accredited two- or four-year college.
- Applicant must be enrolled as a full-time student for 12 credit hours or more to be considered, and at the time funds are disbursed.
- One award per family per academic year (September-August) can be given.
- This is a single-year award. Any student wishing to be considered for additional awards must reapply each year. Consideration for any subsequent award(s) will be based on availability of funds, applicant's continued eligibility as described herein, applicant's maintenance of at least a 2.5 G.P.A. and engagement in volunteer activities as identified on BPCC's website (www.biddefordpoolcommunitycenter.org/education-fund/).

CRITERIA:

- Primary consideration shall be given to the student's record of academic excellence as well as academic promise, seriousness of purpose, determination and enthusiasm to fulfill his/her educational goal.
- The Committee shall weigh personal statements, as well as letters of recommendation, and will consider such variables as citizenship, leadership, commitment to family responsibilities, work experience, or applicant's other unique attributes.
- Parameters for selection include academic merit as evidenced by G.P.A., character and volunteer activities.

APPLICATION PROCESS:

All documents will be kept confidential and are for use of the Education Committee only.

Application package must include:

- Completed application, submitted by June 1st for the upcoming school year.
- A +/- 500-word essay, describing personal goals and objectives and addressing what the student perceives his/her role in community building to be.
- An official copy of a high school transcript or, if currently attending college, an official copy of college transcript. Transcript(s) must reflect at least a 2.5 G.P.A.
- A copy of the college acceptance letter and proof of enrollment for the fall semester of the application year.
- A confidential letter of recommendation from an academic reference.
- A confidential letter of recommendation from an unrelated party that should address applicant's leadership abilities, service activities and involvement in community projects.

In-person interviews with the Education Award Committee are required of all applicants. Virtual interviews (i.e., via video or phone) may be allowed under extenuating circumstances. The Committee reserves the right to determine whether such circumstances warrant exception. All applicants will make best efforts assisting the Committee in scheduling their interview.

SELECTION:

- Selection of recipients will be made by the Education Committee, which will consist of at least 3 active Members of BPCC.
- The Education Committee will recommend applicants and suggested award amounts for approval to the B of T of BPCC. All recommendations must have final approval by said B of T.
- The Education Committee shall have broad discretion in its selections and recommendations to the B of T.
- Awards will be announced by to each recipient via the email address provided by the applicant.

DISTRIBUTION OF AWARD:

- The amount of the award is typically not more than \$1,000.00 per academic year. The amount may depend upon availability of funds.
- Recipient must notify the Education Committee of his/her return to school in January of the current school year. Following such notification, funds will be tendered by January 15th by check made payable to the recipient.
- In the event an award is not claimed for use by January 15th of the school year, the award may, at the discretion of the Education Committee and with the approval of the B of T, be rescinded and given to another applicant.

Completed application and all other supporting materials should be sent to:

Chairperson Joan Beaudry Memorial Education Award
c/o Biddeford Pool Community Center
PO Box 247
Biddeford Pool, ME 04006