



Wilmot Community Association Red Barn FREE USE PROGRAM

Clubs, activity groups, Wilmot nonprofits and official Wilmot commissions and committees are welcome to use the Function Room at the Wilmot Community Association's (WCA) Red Barn at NO CHARGE under the following conditions:

WHO IS ELIGIBLE?

- Three categories of groups and organizations qualify for the program:
 - Formal and informal clubs, activity groups, affinity groups, and support groups
 - Wilmot-based nonprofits: a registered 501(c)(3) organization whose activities and membership are open to the general public.
 - Wilmot town commissions and committees

HOW CAN IT BE USED?

- Free-use is available for *free* activities, events, and meetings only. It is NOT available for paid classes, events, conferences, or nonprofit fundraisers.
- Some activities and events may require that the renter provide an insurance certificate of liability and name the WCA as an additional insured.
- All free-use must be open to the general public, including formal and informal clubs and groups, municipal committees' and commissions' meetings, and nonprofit activities. Some limited membership criteria are permitted for support and affinity groups.
- The Red Barn is available for regular weekly, monthly, and quarterly meetings. Nonprofits and official town organizations can also use the Red Barn for one-off meetings. Availability is limited.
- Free-use is limited to the function room, front hall, and restrooms. The kitchen is not included in the program. Weekly, monthly, and quarterly free-use groups can add the kitchen during regular meeting times twice per year at \$35 per event.

WHEN IS IT AVAILABLE?

- The Red Barn is available for daytime and evening use Monday through Thursday and **before 10 a.m.** on Friday, Saturday and Sunday mornings.
- Meeting time is limited to 2 1/2 hours, including set up and clean up.

THE PROCESS

- Check the [WCA Calendar](https://www.wilmotwca.org) at [wilmotwca.org](https://www.wilmotwca.org) to review open dates for your function.
- Complete a Free-Use Rental Form Agreement and submit it to the WCA. The WCA administrator will contact you to approve or deny your request.



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- Complete a Release & Waiver of Liability
 - The organizing entity must complete a Free-Use Rental Agreement that includes a Release and Waiver of Liability clause.
 - All activity participants must sign a Release and Waiver of Liability. The WCA can provide either a single page waiver for individuals or a bulk signature waiver for a group.
- Requests for weekly, monthly, and quarterly meetings should be made well in advance, once per year for the entire year.
- Groups must have a go-to person for communications with WCA staff and board. This person is responsible for opening and closing the building, collecting waivers, and ensuring the Function Room is tidy at the end of each meeting.

THE FINE PRINT

- Reservations are first-come/first-serve. Free-use groups can be bumped with priority given to paying customers and WCA sponsored and co-sponsored events.
- The WCA board of directors reserves the right to drop groups, organizations, and/or individuals from the free-use program for noncompliance of these guidelines.
- The WCA is a registered 501(c)(3) nonprofit organization. Individuals and organizations benefiting from the free-use program are encouraged to support the organization with a donation to the WCA or by becoming a WCA member. Visit wilmotwca.org to make a secure, online donation.