



Great Room Committee

Minutes of Meeting – September 25, 2007

Attending: Kristen Sampson – Committee
 Tina Greenfield – Committee
 Paul Keleher – Committee
 Dana White – Committee
 Kathy Weld – Selectmen
 David Stapleton – Warrant

Visitors: Ford Spalding – Caryl
 Kathy Weld - Selectmen

Business:

1. The meeting began around 7:00 PM. The minutes of the previous meeting were approved.
2. Some discussion took place about the inventory of other locations in town. Dana White brought up the fact that other groups were also canvassing the same people and that Alison Piper was developing a data base that could serve everybody's needs.
3. Ford Spalding also gave us some additional thinking on the role of our committee.
4. Kristin Sampson explained that she would gather what info was available from other groups and pass it on to us.
5. Kristen's instructions were e-mailed to the group:

In light of these comments, and since it appears the info below will fill in most of the information we were seeking in our template, I have a couple of suggestions in how to prepare for our next meeting:

1) I will contact the other subcommittees to get a better idea of what they are working on in these early stages and report this to the subcommittee

2) subcommittee members to review the prior Caryl School work, with a focus on their assigned locations, and draft a list of questions, using our "charge" as a reference --

 what else would we want to know about this space? (i.e., the below information fills in some of the spaces on our template, but not all; we would want the additional information sought on our template...is there anything else?)

 what are the pros and cons of these spaces -- for how they are currently used or how they currently cannot be used?

 how would a new Great Room impact - or not - this space and/or Dover community space needs?

3) Given the concern about overlapping work, rather than begin outreach calls to these locations, it is my recommendation that we bring these

discussions points to our next meeting and at that meeting we can decide how to move forward on filling in the gaps and getting questions answered.

My notes indicate the following assignments on locations:

Dana - Chickering, Middle School and High School spaces
Kristen - American Legion, BC Retreat, Charles River School
Paul - St Dunstan's, St. Steven's, Town Garage
Sharon - Town House, Caryl School, Library
Tina - Dover Church, Grace Church, Most Precious Blood

6. The meeting was adjourned

Submitted by Paul Keleher, Secretary

Attachments

Appendix 19: Meeting Spaces in the Town of Dover

	Description	Capacity or area	Costs to outside groups based on 1/2 day use including custodial fee
Small meeting spaces			
Caryl School	classroom	2 - 25	
Chickering School	classrooms, conference room	2 - 25	no charge for most groups
Dover Church	classroom, library	2 - 20	\$35 for library, \$25 for classroom
Dover Town Garage	Conference room	2 - 10	no charge for most groups, \$15 for non-affiliated groups
Dover Town House	Selectmen's meeting room, Fireside room	2 - 20	no charge for most groups
D-S Regional Schools	classrooms, conference room	2 - 25	no charge for most groups
Medium - large meeting spaces			
American Legion	hall	approx 115 at tables/250 chairs	\$200 for Hall, \$75 custodial fee, add'l fees for food and beverage services
Caryl School	Media Ctr./Library	1800 sq. ft.	
Charles River School	Foster Hall	200 chairs only	[\$200 for non-profit purposes; \$300 for fund-raising purposes; \$580 for non-affiliated org. plus \$140 for use of lighting, sound equipment.]
Charles River School	Dining Hall	100 at tables	
Chickering School	Multi-Purpose Room	245 at tables/ 530 chairs only	\$20 for room; approx. \$105 for custodian
Dover Church	Kraft Hall	110 at tables/ 200 chairs only	\$75 for Hall, \$25 for stage, \$50 for kitchen, \$100 for use of audio/video system
Dover Town House	Great Hall	146 at tables/ 313 chairs only	custodial fee only (approx. \$100)
Dover Town Library	Community Room	65 chairs only/ 888 sq. ft.	\$250 for non-Dover for profit. Others - custodial fee only if applicable (approx. \$100)
Grace Church	Lower Level meeting room	120 at tables	Town-sponsored groups only Church members only, approx. \$100 Not available Mon., Tues., Sunday am.
Lindquist Commons	Mudge Auditorium	607 chairs only plus 200 on stage	\$150 - 225 for room; approx. \$105 for custodian
Lindquist Commons	Cafeteria	455 seated at tables	\$75-150 for room; approx. \$105 or custodian
Most Precious Blood Church	Lower Level meeting room	Not available	Not available to any non-church groups
St. Dunstan's Church	Meeting room	60 at tables 100 chairs	Only available to non-profit groups with approval

Gymnasiums and Indoor Recreation Spaces

	Description	Capacity or area	Costs to outside groups based on 1/2 day use including custodial fee
Caryl School	gymnasium	300 people; 2112 sq. ft.	
Charles River School	gymnasium/ tennis court		tennis court time approx \$25/hr (based on 9 month contract.)
Chickering School	gymnasium	940 people	\$75-150 for room; approx. \$105 for custodian
D-S Regional High School	gymnasium	1100 people	\$150 for room; approx. \$105 for custodian
D-S Regional Middle School	gymnasium	340 people	\$150 for room; approx. \$105 for custodian

NOTE: These are current charges for facility usage. Many organizations rent these facilities at a reduced or grandfathered rate.