

**Little Red Schoolhouse
35 School Street
East Longmeadow, Ma. 01028**



The East Longmeadow Recreation Department is responsible for scheduling the use of the Little Red Schoolhouse. The East Longmeadow Recreation Department's mission is to connect generations of residents by providing enriching programs and experiences that inspire healthier living, increased social engagement and the love of the community.

Requests for use of the building are granted on a first come, first serve basis by booking your reservation on our website at: <https://eastlongmeadowma.myrec.com/info/calendar/default.aspx>
The use of this facility is specifically designed to promote the Town's need for the arts, humanities and interpretive sciences.

In the event that more than one party wishes to use the space at the same time, the prioritization will be as follows: 1- All Town of East Longmeadow Committees, Boards and Schools. 2- All Town of East Longmeadow Civic and Non-Profit Associations. 3. East Longmeadow Residents for uses that promote the arts, humanities and interpretive sciences. 4- Organizations that promote arts, humanities and interpretive sciences- **BUT** charge for their programs.

For organizations that charge for their programs, the East Longmeadow Recreation Department requires a donation check of \$150 for every six months of use, made payable to the Town of East Longmeadow with LRSB Donation in the memo line. This should be submitted with proof of insurance prior to the start of programming.

Organizations that are not covered under the Town's liability insurance must provide proof of liability insurance in accordance with the coverage limits required by the Town.

No alcohol is permitted on Town property.

If food is consumed please carefully wipe down all surfaces, including tables, chairs, door handles and light switches with lysol wipes, sweep the floor and bag all trash making sure it is sealed tight.

Retail sales of any kind are prohibited.

Any damaged or broken equipment must be reported promptly to either the Recreation Director or Assistant Director.

Please lock the doors, turn off the lights and ensure the keys are returned to the lock box before leaving the facility.
Seasonally: If you opened a window or turned on the AC please ensure windows are closed and locked and the AC is turned off.

There is no tech equipment at the facility. Users must provide their own equipment utilizing electrical outlets within the room.

There is limited parking at the Little Red Schoolhouse.