



West Medford Community Center

NON-RECURRING REQUESTS PROTOCOL

The Board of Directors of the West Medford Community Center is seeking to promote mission oriented activities given the availability of space. The Center's mission supports the following activities:

1. **Social:** activities promoting efforts to help individuals and families adjust and acclimate themselves within the community along with facilitating the communities adjusting to meet the changing needs of new arrivals.
2. **Health:** activities that help improve and encourage the health and fitness for all ages: children, teens, adults and seniors.
3. **Recreational:** activities that promote leisure education and networking, physical education, 4-H activities, music, dancing, handicraft, art and related activities aimed at providing fun for all ages.
4. **Educational:** activities that support learning or training of individuals in academic disciplines.
5. **Civic:** activities that support collective action designed to identify and address issues of public concern.

A limited number of proposals for the Winter/Spring season of 2016 will be accepted. The West Medford Community Center will make space available, at no charge, pending prior rental commitments and scheduling. The proposals will be considered in the order that they are submitted, assuming that all proposals are complete and meet the guidelines that are outlined below.

Proposal Guidelines

Proposal objectives must align with the Center's mission outlined above.

Event coordinators and participants must encourage all participants to have WMCC memberships.

Proposals must be submitted with a full description of their event including desired dates and times along with a marketing and outreach plan.

If your proposal is accepted, the event must be free of charge to participants (a nominal fee for supplies to support the event may be acceptable).

All proposals should be submitted to:

West Medford Community Center
111 Arlington Street
W. Medford, MA 02155
Attn: BOD/Event Proposals
or via email: westmedfordcommunitycenter@gmail.com