



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To James Sullivan, City Manager

Date

From M. Calnan

Reference

Subject Automatic Amusement Machines

Attached are copies of the Procedure we now follow when someone applies for an automatic amusement machine license. This procedure was drafted by myself and Atty. Kalman. The important provisions are 2g, a Disclosure Statement, and 4, Hearing Requirements when over four machines are involved.

We have sent out notices, at Mr. Kalman's suggestion, to all establishments which have unlicensed machines on their premises. This includes 1001 Plays and Game Time, the two Arcades. When they apply, this Procedure will be followed, hopefully, to the letter.

If you have any questions, please let me know.

Mary E. Calnan

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Procedure

Automatic Amusement Machine License

1. Applicant must fill out an application at License Commission office. The applicant must provide the name of the manufacturer, the trade name of the machines, their State ID numbers, the name of the distributor, and the agent's name.
2. Before the application is acted upon, the following steps must be completed:
 - a. A plan, in triplicate, should be drawn up, one copy of which is to be filed with the application. The plan shall designate the street and number, entrances and exits, the type of establishment, and the exact location and number of the machines to be licensed.
 - b. Approval of the premises where the applicant proposes to maintain automatic amusement devices shall be obtained by the applicant from the Superintendent of Buildings. Such approval shall include but not be limited to zoning, occupancy and building code requirements. One copy of the plan will be submitted to the Building Department along with Certificate of Occupancy inspection card, in duplicate. One card will be returned to the License Commission marked either "Approved" or "Disapproved," and signed by the Superintendent of Buildings.
 - c. Fire Department approval must be obtained. A Safety Inspection card, in duplicate, must be submitted to the Fire Department (Deputy Gelinas) along with a copy of the plan. It is suggested that the applicant call him (876-0125) and make an appointment. One card will be returned to the License Commission marked either "Approved" or "Disapproved."
 - d. If the applicant is a corporation, a copy of its Articles of Organization must be filed.
 - e. If the applicant is an individual or a partnership doing business under a trade name, a copy of the business certificate of the individual or partnership must be filed.
 - f. Probation checks are made on all applicants and on officers and the manager of a corporation. The Commission states that the existence of a criminal record will not result in automatic disqualification for licensure but may be considered by the Commission in acting on applications for licensure.

9 The applicant shall identify "under the pains and penalties of perjury" the names, business and residential addresses of every corporation, trust, partnership, natural person or other entity which either has contributed capital to or may receive income of over \$1,000.00 in any year as a result of licensure. Such information shall be up-dated annually.

3. Every application will be acted upon after a hearing before the Board of License Commissioners. The Commission will establish a time and location for such hearing and will notify the applicant of same.
4. If an applicant proposes to maintain five or more automatic amusement devices in any one place, whether by original or subsequent application, prior notice of the hearing on said application shall be given by the applicant to all abutters, the chief executive officer of the fire department and police department, every school, place of worship and hospital within 500 feet of the premises, and such neighborhood groups as may be identified by the chairperson or her designee. Said notice shall contain a copy of the application and notice of the date and place of the hearing. The applicant shall submit to the Commission proof (by Certified Mail, Receipt or otherwise) that notice was given in accordance with this paragraph. The applicant additionally shall advertise said notice in a newspaper of general circulation, within the City of Cambridge, on least two separate occasions, and submit to the Commission, proof of said advertising, at least ten (10) days prior to any scheduled hearing. All notices shall state in bold, prominent print, "MEMBERS OF THE GENERAL PUBLIC ARE INVITED TO PRESENT THEIR VIEWS IN FAVOR OR OPPOSITION TO THE APPLICATION TO LICENSE AUTOMATIC AMUSEMENT DEVICES INCLUDING PIBBALL MACHINES, BY APPEARING IN PERSON OR SUBMITTING WRITTEN COMMENTS TO THE COMMISSION - CAMBRIDGE LICENSING COMMISSION, CAMBRIDGE CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139."
5. In acting on applications for licensure, the Commission shall consider whether the granting of licenses requested would be consistent with the general good, order and welfare of the community. The Commission may consider, among other things:
 - a. Whether the maintenance of automatic amusement devices could affect traffic and pedestrian congestion.
 - b. Whether the maintenance of automatic amusement devices proximate in distance to schools, houses of worship and hospitals would adversely affect their proper operations.
 - c. Whether maintenance of automatic amusement devices is consistent with the best economic and social interest of the area.
 - d. Whether maintenance of automatic amusement devices would unreasonably increase the level of noise in the area in which the premises are located.

5. In granting licenses the Commission may place reasonable restrictions on the operation of automatic amusement devices.

7. Schoolchildren are not permitted to operate automatic amusement machines during school hours (8:30 A.M. - 2:30 P.M.) on weekdays only.

3. The Commission may revoke or modify any license granted upon giving ten (10) days written notice to the original applicant.

9. No person shall transfer or alienate, either with or without consideration, any license issued by the Commission.

Mary Calnan
Mary Calnan, Chairperson

Approved by Commission Vote:

Feb 27, 1979.

Date _____

I hereby swear that the following corporations, trusts,
partnerships, natural persons, or other entity either have
contributed capital to or may receive income of over \$1000.
in any year as a result of the Automatic Amusement Machine
license issued to _____
at _____, in the City of Cambridge.

Names

Addresses
(Business and Residential)

The above statement is made under the penalties of perjury.

Signed: _____

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OFFICE OF THE
CITY MANAGER



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

March 12, 1979

To the Honorable, the City Council:

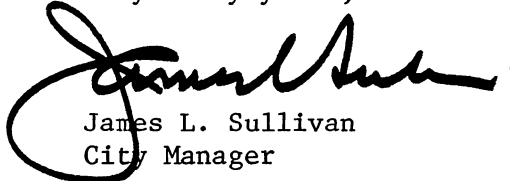
I am enclosing herewith a copy of the procedures which have been adopted by the License Commission with respect to the regulation of automatic amusement machines. These regulations were adopted by a vote of the Commission on February 27, 1979.

You will note that one of the major requirements for license application is the holding of public hearings and advertising with respect to inviting the public to present their views, in favor or in opposition, to automatic amusement devices including pinball machines.

I believe that the regulations as adopted by the License Commission are reasonable and should guarantee the public participation in the decision to be made. It is my hope that the License Commission will communicate in addition to the advertising, separately, with churches and schools and hospitals who are in the proximity of the location requesting to be licensed.

The attached procedure is for your information.

Very truly yours,



James L. Sullivan
City Manager

JLS/mbf
Enc.

RE: procedures followed for the regulation
of automatic amusement devices.

In City Council,
March 12, 1979

3/12/79

Placed on File
Please copy
to Mays for
Hot Machines
for comment
and have Rule Board