

Town of Meredith - Administrative Regulation

Effective Date: September 8, 2006 Regulation No: 05
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Approved By: Phillip L. Warren, Jr.

SUBJECT: USE OF TOWN FACILITIES

I. PURPOSE

This Administrative Regulation is to establish the policies, procedures and conditions for the use of Town of Meredith facilities.

II. POLICY

The policy of the Town is that its facilities are generally available for community use, and are provided for citizen and user group convenience and benefit.

Local citizens, user groups, and organizations wishing to use a facility must reserve the facility two weeks prior to the time of the planned activity. A Facility Use Permit must be completed, signed, and submitted for the requested use of Town facilities with the appropriate department. If a Special Use Permit is required, you will be referred to Code Enforcement. Special Use Permits are issued for private property/businesses requesting to hold an event out of the scope of their usual business or zoning authorization or when the event requires additional approval from the Fire Department, Police Department, Water Department or the Board of Selectmen.

Only Meredith-Based non-profit organizations are eligible to use the public docks and wharves along Lake Winnepesaukee. Such groups claiming non-profit status requesting use of a Town facility may be required to provide a letter of determination from the Secretary of State, Division of Charitable Trusts, verifying their status.

One or more members of the organization holding the facility use permit shall be present at all times the event is operating, and one of these persons shall be in charge of the operation at all times.

All necessary permits and inspections shall be obtained by the facility use permit holder and shall be the responsibility of the organization and not the Town of Meredith.

Town facilities are available free of charge to non-profit groups. A fee may be charged for exceptional utility usage.

No alcoholic beverages are permitted on Town facilities or in town buildings.

The facility use permit holder is fully responsible for removing all trash and items associated with their event within twenty-four hours after the event is concluded. The Public Works Department will remove all items not removed within the twenty-four hour time frame. The facility use permit holder will be charged a fee for this violation of policy.

The Town of Meredith reserves the right to cancel reservations or an event if an organization or individual does not fully comply with all facility use policies and procedures.

III. SIGNS, TENTS, GROUND STAKES, PORTABLE RESTROOM UNITS

Promotional signs, display tents, portable restroom units, and all other special event accommodations associated with any event, as well as their location on site must be approved by the appropriate Department before facility use permit is issued.

GROUND STAKE INSTALLATION

All ground stake installations require that a representative of the Meredith Public Works Department be present at the time of installation. Ground stake installations must be scheduled with the Public Works Department at 279-6352.

VEHICLES

Vehicles are not permitted on grass areas in any Town of Meredith facility unless approval is received from the issuing department or the Town Manager.

CONSESSION

Meredith-Based non-profit organizations may be granted permission to sell goods for a period not to exceed five continuous days. Such permission shall be granted not more than twice to any one organization in any calendar year.

IV. LOGIGISTICAL/ORGANIZATIONAL MERITS

The Town of Meredith reserves the right to schedule a logistical/organizational meeting with the applicant well in advance of the scheduled event. The issuing of the facility use permit may be contingent upon the applicant fulfilling specific assurances set forth by the Town of Meredith. If special or unusual circumstances require conditional approval from the Town of Meredith, the applicant will be required to commit to these assurances in writing, prior to permit approval.

V. DEPARTMENTS ISSUING PERMITS AND SCHEDULING MEETINGS

The **Parks and Recreation Department** issues permits for the following facilities as listed in Appendix A and the Community Center as listed in Appendix B.

- Waukewan Highlands
- Swasey Park
- Hamlin Recreation Area
- Leavitt Beach
- Waukewan Beach
- Childs Park
- Circle Drive Park
- Prescott Park including all sports fields, tennis courts, skate park, basketball & volleyball courts, skating rinks and batting cage.

The **Public Works Department** issues permits for the following facilities as listed in Appendix C.

- Hesky Park and Hesky Park BBQ Pit
- Gazebo on Boardwalk
- Bandstand
- Scenic Park
- Clough Park
- Community Park
- Parking lots including Plymouth Street, Aubuchon, Water Street, Town Docks and High Street

The **Police Department** issues permits for approved, extended long term parking as listed in Appendix D.

- Cattle Landing Parking Lot
- Aubuchon Parking Lot
- Shep Brown's Lot
- Plymouth Street

The **Town Hall Annex** shall have meeting rooms scheduled by the Town Manager's office (279-4538 ext. 205); the **Police Station** shall have meeting space scheduled through the Police Chief's office (279-4561); the **Fire Station** meeting rooms at both the Central and Meredith Center Station shall be scheduled by the Fire Chief (279-6061); the **Library** shall have meeting room space scheduled by the Director or Assistant Director (279-4303) and completing form as listed in Appendix E.

Phillip L. Warren, Jr.
Town Manager