



Meredith Parks and Recreation Department

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Parks and Recreation Director
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Assistant Director
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Community Center Use Permit

Name of Organization: _____ Contact Person: _____

Daytime Phone: _____ Evening Phone _____ Cell Phone: _____

Mailing Address: _____

E-mail Address: _____

DAY & DATE REQUESTED: _____ TIME:(must include set-up/breakdown) _____

ACTIVITY DESCRIPTION: _____ DECORATIONS/BALLOONS (YES or NO) _____

WILL FOOD BE SERVED (YES or NO) _____

OF PEOPLE EXPECTED _____ OPEN TO THE PUBLIC _____ ADMISSION CHARGED _____ # OF CARS TO PARK _____

WILL THERE BE CONCESSIONS/SALES/VENDORS? (PLEASE EXPLAIN) _____

CIRCLE SPACES BEING REQUESTED

Activity Center Climbing Wall Game Room Arts & Crafts Room Kitchen (will event be catered? _____) (N/A M-F 8:30-2:30pm)
 Meeting Room A (N/A M-F 8:30-2:30pm) Meeting Room B Meeting Room C
 Meeting Rooms A + B Meeting Rooms B + C Meeting Rooms A, B, + C
 NUMBER OF CHAIRS REQUESTED: _____ NUMBER OF TABLES REQUESTED: _____
 SPECIAL REQUESTS: _____

SCHEDULING PRIORITIES BY TYPE OF ORGANIZATION (CIRCLE ONE)

- #1 Town of Meredith #2 Meredith Non-Profit (501 c 3 required) #3 Private Meredith Resident
- #4 Meredith For Profit #5 State of NH/Federal Agency #6 Non-Meredith Non-Profit (501 c 3 required)
- #7 Private Non-Meredith Resident

- ♦ A cleaning fee of \$50.00 is assessed to all groups of 20 or more in Categories #3, #4, #6 & #7 who serve food at their event.
- ♦ A \$15.00/hour per required staff member fee is assessed to all groups that rent space outside of normal operating hours.

HOURLY RATES BY ORGANIZATION TYPE

<u>ROOM/ACTIVITY</u>	#1 Town of Meredith	#2 Meredith Non-Profit	#3 Private Meredith Resident	#4 Meredith For Profit	#5 State/ Federal Agency	#6 Non-Meredith Non-Profit	#7 Private Non-Meredith
Activity Center	0	0	\$40	\$50	0	\$50	\$80
Climbing Wall w/1 staff	0	0	\$45	\$55	0	\$55	\$80
Game Room	0	0	\$30	\$40	0	\$40	\$60
Kitchen	0	0	\$30	\$40	0	\$40	\$60
Meeting Room A	0	0	\$30	\$40	0	\$40	\$60
Meeting Room B	0	0	\$30	\$40	0	\$40	\$60
Meeting Room C	0	0	\$30	\$40	0	\$40	\$60
Meeting Rooms A&B	0	0	\$40	\$55	0	\$55	\$80
Meeting Rooms A,B,&C	0	0	\$50	\$65	0	\$65	\$100
Arts & Crafts Room	0	0	\$30	\$40	0	\$40	\$60

COMMUNITY CENTER POLICIES

1. Alcohol and tobacco products are not permitted on Town Property.
2. Applicant must submit Facility Use Permit two weeks prior to event. Every effort will be made to process Facility Use Permits within four business days.
3. A Parks and Recreation staff member must be present during all facility events.
4. Parks and Recreation Administration must approve any alterations to the facility, including hanging items on walls. Any approved alterations must be removed immediately following your event. *This includes decorations for parties.*
5. All user groups must provide certificate of liability insurance coverage in the amount of one million dollars (\$1,000,000).
6. Storage space for user groups is **not** available at the Community Center.
7. Food and drink is not permitted in carpeted areas.
8. A cancellation fee equal to 50% of the rental fee will be assessed to the user group if cancellation occurs less than one week prior to event. User groups who no show no call will void their permit.
9. **Any additional requests or changes that you would like to make to your original signed request must be done by filling out a new permit. All permits must be approved by Parks and Recreation Administration.**
10. Pets are permitted inside the facility only during times scheduled for pet specific activities. Owners must enter and exit the facility via the southeast entrance (Activity Center Entrance). **NOTE:** Pets must be on a leash or in a crate.
11. Once your permit has been approved you will receive notification. Upon notification you must pay all permitting fees.
12. All approved permits are subject to change based on scheduling priorities.
13. All user groups in categories #2 and #5 are responsible for their own set-up and break down.
 - All policies are subject to change without notice. **Please make checks payable to:** Town of Meredith
 - The Town of Meredith accepts donations from Meredith non-profit groups on a voluntary basis.
 - Incomplete permits will not be accepted.

I HAVE READ AND UNDERSTAND ALL OF THE POLICIES STATED ABOVE. I ALSO UNDERSTAND THAT OTHER PARKS AND RECREATION OPERATING POLICIES MAY APPLY TO MY EVENT.

Signature of Authorized Agent

Date

STATEMENT OF LEGAL RELEASE

I/We _____ of the _____ agree to hold harmless the Town of Meredith Parks and Recreation Department, commissioners, staff, volunteers, coaches, and instructors for accidents that may result for the entire program/event. The requesting organization assumes any and all responsibility when using the facility for special use and will see that the facility is cleaned and made presentable before leaving the premises and will immediately report any damages.

No vehicle traffic is permitted on the grass areas without special permission. The Town of Meredith reserves the right to bill your organization for any *unforeseen expenses or damages to our property*. There are NO alcohol or tobacco products allowed on the premises.

I HAVE READ ALL INFORMATION CONTAINED IN THIS DOCUMENT AND UNDERSTAND IT IN FULL.
I UNDERSTAND THAT THE POLICIES ARE STRICTLY ENFORCED.

Signature of Authorized Agent

Date

FOR OFFICE USE ONLY

REQUEST GRANTED _____			
AS AMENDED _____	PARKS RECREATION ADMINISTRATION		DATE
REQUEST DENIED _____			
ADDITIONAL INFORMATION REQUIRED _____		RENTAL FEE	\$ _____
BIRTHDAY PARTY PACKAGE _____		CLEANING FEE	\$ _____
		AFTER HOURS FEE	\$ _____
		BALANCE DUE:	\$ _____
		ALL FEES DUE UPON APPROVAL	
PARKS AND RECREATION ADMINISTRATIVE COMMENTS:		FEE PAID:	_____

