

TOWN OF GOFFSTOWN
FACILITY USE POLICY & APPLICATION

I. POLICY PURPOSE:

The purpose of this facility use policy is to:

- A. establish authorization for use;
- B. prioritize the users of facilities;
- C. identify town facilities available, establish capacity of each area, and establish fees or donations for each facility;
- D. establish regulations;
- E. establish prohibitions;
- F. establish scheduling procedures;
- G. provide a hold harmless agreement;
- H. provide a facility use application form.

II. AUTHORIZATION OF USE: Town facilities are the property of the Town of Goffstown. When not in use for town purposes, town facilities as identified in this policy, may be used with the prior approval of the Town of Goffstown for purposes that promote the welfare of the Goffstown community. Ultimate authority for granting, extending, and/or canceling any permitted use of town facilities is retained by the Goffstown Select Board who delegate the daily use and operations to the respective Department Heads. The Town reserves the right to refuse or cancel a request without cause or when an approved use competes with a town activity. No person, group, or organization has any vested right to use town property; and the right to use the property for any lawful purpose is subject to approval by the Department Head who oversees the facility. Authorization for use of town facilities by non-town sponsored/sanctioned organizations shall be considered neither as an endorsement nor approval of the activity, group, or organization or the purposes they may represent. Fees will be consistent with any expenses (i.e. wear and tear, electricity, heat, required staffing if needed) to be incurred by the Town of Goffstown and the benefits to be derived by the user. The intent of the fee schedule is to offset the staffing and facility costs incurred by the Town as a result of public use. The town will cooperate with recognized organizations and agencies, such as American Red Cross and Civil Defense, and will make suitable facilities available, without charge, during a community emergency or to prepare for civil defense.

III. PRIORITIZATION OF USERS:

The primary use of town facilities is for municipal government business. The following groups are listed with “A” being the highest priority and “I” being the lowest priority:

- A. **Town Departments, Committees, Boards and Commissions:** These entities are part of town government, covered by the town’s liability insurance and not subject to facility use fees. Department use is our first priority, and Committee, Boards and Commissions are secondary. Committees need not complete an application form but need to schedule with appropriate department head.
- B. **Political Subdivisions:** These groups include the Goffstown School District, Goffstown Village Water District, Grasmere Water Precinct and Hillsborough County. These groups will submit an application with a Certificate of Insurance and are not subject to a facility use fee.

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- C. **Town Sponsored Groups or Activities:** These groups or activities are funded or partially funded by the Town of Goffstown (i.e. Goffstown Main Street Program, CERT, Crispin House). These groups will submit an application with a Certificate of Insurance and are not subject to a facility use fee.
- D. **Town Sanctioned Groups or Activities:** These groups or activities raise funds for town projects and activities (i.e. Friends of Parks and Recreation, Friends of the Library, Friends of Goffstown Rail Trail, etc.). These groups will submit an application with a Certificate of Insurance and are not subject to facility use fees.
- E. **Elected State and Federal Officials:** Incumbents who wish to hold office hours to respond to individual constituent concerns or questions do not need to submit a Certificate of Insurance or pay a fee to use a town facility.
- F. **Local Civic, Fraternal, Professional, Political and Sports Organizations:** These groups submit an application with a Certificate of Insurance and are subject to a facility use fee.
- G. **Local Non-Profit Organizations:** These groups will submit an application with a Certificate of Insurance and are subject to a facility use fee.
- H. **Local Residents:** Some facilities such as Grasmere Town Hall could be used by local residents for private parties. Resident would submit an application with a Certificate of Insurance, and are subject to a facility use fee or donation.
- I. **Out-of-Town Non-Profit Organizations:** These groups will submit an application with a Certificate of Insurance and are subject to a facility use fee.

IV. TOWN FACILITIES & CAPACITY (For Fees see Town Master Fee Schedule):

Goffstown Town Hall

- Meeting Room 106 capacity 82

Grasmere Town Hall *(see attached policy and application for use of this facility)*

Fire Station #18, Church Street

- Upstairs Meeting Room 70 (w/ tables & chairs)
(ADA accessible) 130 (chairs & standing room)

Fire Station #19, Pinardville

- Upstairs Meeting Room capacity 49
(not ADA accessible)

Police Station

- Conference Room, only available for user A & C. capacity 15

Public Works

- Conference Room, only available for user A. capacity 10

Parks and Recreation

Recreation Center (long term use for over three months negotiable) –
Building capacity at one time is 49

- Gym capacity 49
- Commissioners Conference Room capacity 30
- Office capacity __

Fields:

- Sarette Youth Soccer Field
- Sarette HS Soccer Field
- Sarette Football Field

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- Louise Street Field
- Roy Park Softball Field
- Barnard Park Football Field
- Instructor / Pro Tennis Court Rental
- Parking Fees for High School Students

V. REGULATIONS:

Users agree to:

- A. meet the assembly requirements by not exceeding room capacity;
- B. provide a Certificate of Insurance in the amount of \$1,000,000 for property and liability naming the Town of Goffstown as the secondary insured at the time of application;
- C. submit fees/donations one week prior to the scheduled use;
- D. checks are payable to the “Town of Goffstown” unless it is for the use of Grasmere Town Hall when checks are payable to “Grasmere Town Hall Restoration Fund”;
- E. Any damage to the facility or personal injuries occurring during normal office hours (M-F 8:00 am – 4:00 pm) notify the Department Head and the Administration Office at Town Hall 497-8990 x100. If there is property damage or personal injuries after hours, notify the Goffstown Police Department at 497-4858.
- F. Facility users must accompany the Building Supervisor or designee for a walk through inspection of the facility before and after each event; town departments and committees are exempt from a walk through;
- G. Users agree to clean up the areas used. Users of Grasmere Town Hall agree to sweep floors and remove trash/recycling to appropriate bins outside. Failure to do so may result in additional custodial fees.
- H. Users agree to adhere to the parking restrictions of the facility.
- I. Storing materials requires the prior approval of the Department Head;
- J. User provided equipment or materials requires prior approval of Department Head.

VI. PROHIBITIONS:

- A. All users must comply with the town ordinance prohibiting the consumption of alcoholic beverages on town property;
- B. The Town of Goffstown does not allow smoking in its facilities;
- C. Sub-letting the town facility to any other person or group is prohibited;
- D. Use of candles is prohibited in town facilities.

VII. SCHEDULING PROCEDURES:

- A. Prospective users must submit a Facility Use form with a Certificate of Insurance thirty (30) days prior to the date being requested to the Administration Office at Town Hall, 16 Main St., Goffstown.
- B. Department Head’s authorization is required for the facilities they oversee.
- C. If date is approved, then user must submit the fee within one week of approval.
- D. The Department Head may waive the 30 day requirement with good cause and so long as others are not unduly disadvantaged by the waiver.

VIII. HOLD HARMLESS: All applicants for use of town facilities shall hold the Town of Goffstown free and without harm from any loss, damage, liability or expense that may

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arise during, or be caused in any way by, such use or occupancy of town facilities. Also, in the event of property loss or damage resulting from such use or occupancy of town facilities, the amount of damage shall be decided by the Department Head and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained, if the applicant is found to be the cause.

IX. WAIVER: The Select Board reserves the right to waive facility fees when they determine a hardship exists or in the best interests of the town.

X. FACILITY USE APPLICATION Grasmere Town Hall *(see attached):*

Application Date: _____

Organization Name: _____

User Type (choose from Section III): A B C D E F G H

Contact Name: _____

Address: _____

Email: _____ Phone: _____

Type of event/activity: _____

What type of equipment will you be using during your event/activity? _____

Will fees be charged for the event? Yes No

Is this a fund-raising event? Yes No

Is this event open to the public? Yes No

Anticipated attendance? _____

Requested Date(s): _____

Start Time: _____ End Time: _____

Requested Building: _____ Requested Room: _____

Applicant Signature for policy and application: _____

If user anticipates posting signs outside the facility, then they need to apply for a temporary sign permit with the Planning Office. If user plans an outdoor event, then they will need to apply for an Event Permit with the Administration Office.

FOR INTERNAL USE ONLY

Approved by Department Head: _____ Date: _____

User Notification: _____ Date: _____



Rental Agreement

Grasmere Town Hall

87 Center Street, Goffstown, New Hampshire 03045

This agreement is a Contact for the rental of **Grasmere Town Hall**, located at 87 Center Street, Goffstown, New Hampshire, 03045. This Contact is made between **The Town of Goffstown**, herein referred to as **THE TOWN** and the above captioned party, herein referred to as **THE RENTER**.

The attached **Facility Use Outline** is considered part of this contract. Requirements and Fees for the use of Grasmere Town vary based on the intended use of the facility, number of guests and use of outside contracts.

Section 1: TYPE OF EVENT

If your **expected attendance exceeds 50 people, is an open forum AND** you answer **YES** to any of the below questions you may be required to have one (or more) Goffstown Police and/or Fire Department Personnel at your event. The cost for these services will become part of the event rental fee and the Agreement for the use of Police and/or Fire Personnel will be considered part of the Terms & Conditions for Rental of Grasmere Hall Contract.

- | | | |
|---|---------------------------------|------------------------------------|
| 1. Is the total number of attendees (including adults, children, staff) 50 or more? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Is this event planned as an "open house" with no guest list? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Will you be serving food that requires heating using hot plates, Sterno, micro-wave or any other heating device either by your organization or an outside company? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Is this request for a single use or a repeating event (<i>e.g. every month</i>) | <input type="checkbox"/> Single | <input type="checkbox"/> Repeating |

Section 2: ORGANIZATION & RENTAL

Name of Organization: _____

Address of Organization: _____

Name & Title of Person responsible for signing this contract: _____

Contact Number (Home) _____ (Work) _____ (Cell) _____

Date requested: _____

*If this request is for a re-occurring event
please list all dates and times)* _____

Hours (including set-up & breakdown) _____

Expected Attendance: _____

Type of function: _____

Chairs required: (*if using Grasmere Town Hall Chairs*): _____



Rental Agreement

Grasmere Town Hall

87 Center Street, Goffstown, New Hampshire 03045

Fees & Requirements for the Rental of Grasmere Town Hall

A. Grasmere Town Hall Fee Structure:

1. Rental Fees for Grasmere Town Hall:

Grasmere Town Hall Space	Per Hour	Security Deposit	Cleaning	Police Fire Deposit ¹	Police ¹ per Hour	Fire ¹ per Hour
Upper Hall (including use of first floor kitchen)						
Meeting Room (including use of first floor kitchen)						
Upper Hall & Meeting Room (including use first floor kitchen)						
Meeting Room – Repeating (no kitchen use)						

- Security Deposit:** A refundable security deposit of Two Hundred and Fifty (\$250.00) may be required with Rental Application. This fee is non-refundable if the event is cancelled within seven (7) days of the reserved event date.
- Police & Fire Protection:** THE TOWN reserves the right to require Police and/or Fire protection based on the scope of the event and using the number of officers they deem necessary in the interest of safety. If it is determined that the requested event requires these protections, THE RENTER will be required pay the applicable Detail Rate(s).
- Signature & Deposits:** The contract for the use of **Grasmere Town Hall** is not valid until all required signatures have been obtained and THE RENTER has paid the security deposit. Town Hall will notify THE RENTER when this has been completed.

B. Insurance

- THE RENTER must provide a Certificate of Insurance in the amount of \$1,000,000 (One Million Dollars) for Property & Liability naming TOWN OF GOFFSTOWN as the secondary insured.

THE RENTER understands and agrees to the Terms & Conditions for the rental of Grasmere Town Hall as outlined on this page and the accompanying attachment.

Signed: _____ Date: _____

Printed Name: _____
THE RENTER

Signed: _____ Date: _____

Printed Name: _____
TOWN ADMINISTRATOR



Rental Agreement

Grasmere Town Hall

87 Center Street, Goffstown, New Hampshire 03045

Section 4: Terms & Conditions for the Rental of Grasmere Town Hall

1. **Inspection:** An inspection will be made before and after each event. THE RENTER will be responsible for any damages which exceed the amount of the security deposit.
2. **Groups under the age of 18:** Permission for groups composed of minors under the age of eighteen (18) to use Grasmere Town Hall will be granted only to adults who accept responsibility for supervising the entirety of the event. Chaperons must be at a ratio of one (1) adult to each ten (10) minors. School functions are not exempt events, in the building or on the premises.
3. **Smoking & Open Flame:** All forms of smoking, including but not limited to e-cigarettes and open flames of any type, including candles are not permitted in Grasmere Town Hall. Use of such will result in immediate termination of this contract and the forfeiture of all security deposits.
4. **Sub-letting:** Sub-letting by THE RENTER is prohibited.
5. **Decorations:** Decorations must comply with the following guide lines. The use of such, including type and proposed locations must be pre-approved by the TOWN ADMINISTRATOR with input from the FIRE DEPT.
 - a. All decorations must be flame proof.
 - b. Decorations cannot cover fire extinguishers, doors or stairwells.
 - c. Only approved Gaffer's Tape may be used on woodwork, walls and floor.
 - d. The use of scotch, masking, duct tapes or any other adhesive is not permitted.
 - e. The use of nails, pins, tacks, screws and wires is not permitted.
 - f. The use of any of the items listed in (d) or (e) will result in a \$50.00 (fifty dollar) fine.
 - g. Decorations must be removed at the end of the event.
6. **Animals:** Except for Service Animals, animals are not permitted in Grasmere Town Hall. The Town Administrator may waive this requirement with no cause, provided necessary steps are put in place to protect the facility and ensure no impact to the historical features of the facility.
7. **Final Condition:** THE RENTER is required to leave the space in a neat and orderly condition and is responsible for removing all debris from the space at the end of the event. This includes removing all decorations, sweeping the floors, moving garbage to the appropriate recycling bins, unplugging and turning off all appliances, removing any food or related items from the kitchen and returning all equipment to its original placement.
8. **Parking:** Patrons of Grasmere Town Hall are allowed parking in the building lot, behind the building lot or at the Hillside Cemetery Parking Lot (*across the street*). Patrons may not park on sides of the road or in neighboring yards or lots.
9. **Permissible Areas of the Building:** Select areas of the building (*marked as Off Limited*) on the enclosed map are accessible.
10. **Catering:** The use of food and catering services is allowed at Grasmere Town Hall. Additional insurance may be required.
11. **Music & Noise:** Under town noise ordinance music is allowable until 10pm.
12. **Keys and Building Access:** Keys to Grasmere Town Hall will be available from the Admin Office at Town Hall 24 hours prior to your rental time on weekdays or between Noon and 3:30PM on Fridays for weekend events. Keys must be returned to the Admin Office within 48 hours of your event.

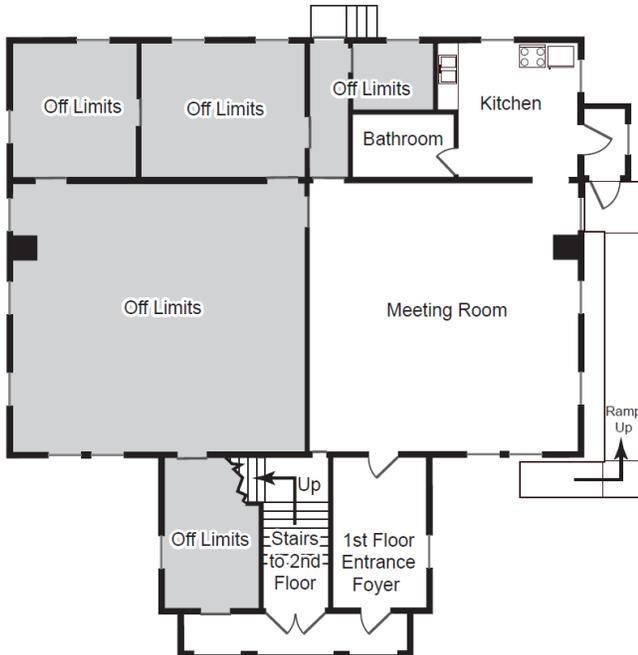


Rental Agreement Grasmere Town Hall

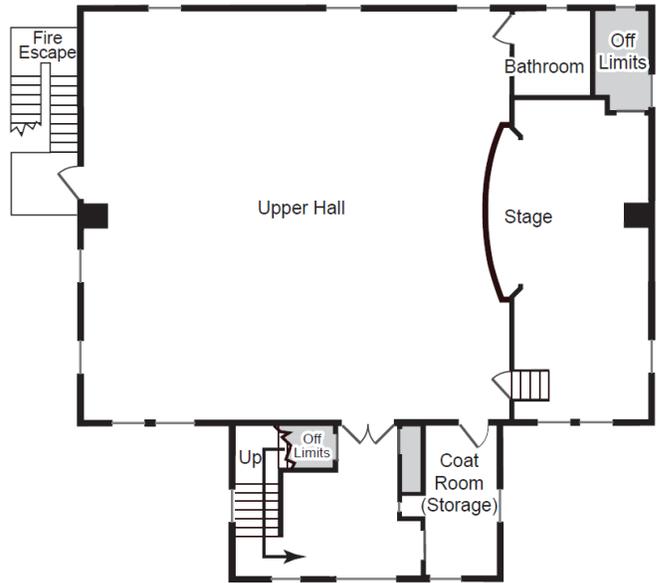
87 Center Street, Goffstown, New Hampshire 03045

Section: 5 Building Access and Signatures

The TOWN ADMINISTRATOR will circle all applicable spaces included under the terms of this Agreement.



First Floor Plan



Second Floor Plan

THE RENTER acknowledges that he has read and received a copy of pages 1-4 of Grasmere Town Hall Rental Agreement and agrees to the Terms & Conditions as outlined on pages 1-4. They have the authority to sign documents on behalf of their organization and have submitted the deposit required in Section 3, Part A with the Admin Office at Town Hall.

Signed: _____

Date: _____

Printed Name: _____

Title: _____

Organization: _____

THE RENTER

Signed: _____

Date: _____

TOWN ADMINISTRATOR, Town of Goffstown

Route for signature: Yes

Not required

Chief of Police: _____

Date: _____

Fire Chief: _____

Date: _____