



Meredith Parks and Recreation Department

One Circle Drive
 Meredith, NH 03253
 Phone: (603) 279-8197
 Fax: (603) 556-8821
 www.meredithnh.org

Attach to email and send to
parksnrec@meredithnh.org

Community Center Use Permit

Name of Organization: _____ Contact Person: _____
 Phone: _____ Cell Phone: _____ Email Address: _____
 Mailing Address: _____

Day & Date Requested: _____ Time (including set-up and break down): _____
 Activity Description: _____ Decorations/Balloons: YES/NO
 Will food be served (yes/no): _____ # of people expected: _____ # of cars to park: _____ Admission charged Y/N
 Will there be concessions/sales/vendors? (Please explain): _____ Will the event be catered: Y/N
Number of chairs: _____ **Number of tables:** _____ **Special Requests:** _____

Please X the Spaces you wish to Rent

Activity Center _____ Climbing Wall _____ Game Room _____ Meeting Room A (N/A M-F 8:30-2:30pm) _____
 Arts & Crafts Room _____ Kitchen (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 _____ Sound System: _____

PLEASE TAKE NOTICE

- ◆ A cleaning fee of \$50.00 is assessed to all groups of 20 or more in Categories #3-#7 who serve food at their event.
- ◆ Categories #3-#7 will require \$15.00/hour per required staff member fee is assessed to all groups that rent space outside of normal operating hours.
- ◆ All Non Profits must submit a copy of 501c3 declaration letter.
- ◆ **Priorities of bookings are scheduled based upon category #. 1-7.**

*PLEASE WRITE YOUR CATEGORY NUMBER BASED ON CHART BELOW: * _____

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	\$50	\$50	\$80
Kitchen	0	0	\$30	\$40	\$40	\$40	\$60
Meeting Room A	0	0	\$30	\$40	\$40	\$40	\$60
Meeting Room B	0	0	\$30	\$40	\$40	\$40	\$60
Meeting Room C	0	0	\$30	\$40	\$40	\$40	\$60
Meeting Rooms A&B	0	0	\$40	\$55	\$55	\$55	\$80
Meeting Rooms B&C	0	0	\$40	\$55	\$55	\$55	\$80
Meeting Rooms A&C	0	0	\$40	\$55	\$55	\$55	\$80
Meeting Rooms A,B,&C	0	0	\$50	\$65	\$65	\$65	\$100
Arts & Crafts Room	0	0	\$30	\$40	\$40	\$40	\$60

Please read the following Community Center Policies:

1. Alcohol and tobacco products are not permitted on Town Property.
2. All organizations must provide certificate of liability insurance coverage in the amount of one million dollars.
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 the wall. Any approved alterations must be removed immediately following event.
5. Storage space for user groups is **NOT** available at the Community Center.
6. Food or drink is **NOT** permitted on carpeted areas.
7. A cancellation fee equal to 50% of the rental fee will be assessed to the permit holder if cancellation occurs less than 48 hours prior to the event. No show, no call will void permit and forfeit entire payment.
8. Any additional requests or changes to the signed permit must be approved by Parks and Recreation Administration.
9. Pets are permitted inside the facility only during times scheduled for pet specific activities. Owners must enter and exit through Activity Center doors. NOTE: Pets must be on a leash or in a crate.
10. Once permit is approved, you will receive email confirmation with attached approved permit (if no email you will receive a mailed copy of the permit). Upon confirmation payment must be made.
11. Payment must be received BEFORE event takes place.
12. Incomplete permits will not be accepted.
13. All user groups in category #2 (Non Profit) ARE RESPONSIBLE FOR OWN SET UP AND BREAK DOWN.
14. Items may not be hung with tape or thumb tacks on any surface. Sticky Tack is the only adhesive allowed. Helium balloons that are not removed from the building may sound the alarm after hours. **If this occurs, you will be charged a fee of \$50 to cover the cost of this response time.**
15. Voluntary donations from Meredith Non Profits are much appreciated to help defray operating expenses.

I _____ agree to hold harmless the Town of Meredith Parks and Recreation Department, staff, volunteers, coaches, and instructors for accidents that may result for the entire event. The requesting person 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. The Town of Meredith reserves the right to bill the permit holder for any unforeseen expenses or damages to our property.

I HAVE READ ALL INFORMATION CONTAINED IN THIS DOCUMENT AND UNDERSTAND IT IN FULL.

SIGNATURE OF PERMIT HOLDER

DATE

**Please Make Check Payable To:
TOWN OF MEREDITH**

**Save this permit and attach to an email and send to:
PARKSNREC@MEREDITHNH.ORG**

FOR OFFICE USE ONLY

REQUEST GRANTED _____

REQUEST DENIED _____

AS ADMENDED _____

PARKS RECREATION ADMINISTRATION

DATE

RENTAL FEE \$ _____

CLEANING FEE \$ _____

AFTER HOURS FEE \$ _____

BALANCE DUE: \$ _____

EMPLOYEE COVERING EVENT :

PARKS AND RECREATION ADMINISTRATIVE COMMENTS:

FEE PAID: _____