



Town of Alton
Parks and Recreation Department
 P.O. Box 659,328 Main Street, Alton NH 03809
 603-875-0109 - Office
parksrec@alton.nh.gov - email
www.alton.nh.gov - website

Property Rental Policy

Purpose: This Policy pertains to the process of the rental of any Town property (land or structure) that falls under the responsibility of the Parks and Recreation Department and the Parks and Recreation Commission. A 'Special Event' does not fall under this Policy and is defined under a different application process through the Selectman's Office.

Application Process:

- A request for the use of a property will be made at the Parks and Recreation office, at the address above, at least 14 days prior to the requested date of rental.
- The application submittal must include all documents and fees that are required in this Policy.
- If an incomplete application packet is submitted, it will be returned to the applicant.
- Once an application has been accepted and approved, a key to the Community Center shall be made available to the applicant for building access. A confirmation email will be sent with instructions on how to pick up the building key and instructions for returning it once the rental is finished.
- The Parks and Recreation Department reserves the right to accept or reject any application, and to prohibit the use of any property for any purpose whatsoever or is otherwise not in the best interest of the Town.

Fees: The following fee information and instructions apply to the rental of a property under this Policy.

Community Center/Park Rental Fees

	Family Function Private Party (Resident)	Family Function Private Party (Non-resident)	Land/Park Property	Commercial Business	*Non-Profit (Benefits Alton Residents)	*Non-Profit (Out of Town)
1-3 hours	\$100.00	\$150.00	25.00	\$250.00	\$5.00	\$25.00
4-8 hours	\$200.00	\$300.00	\$50.00	\$400.00	\$10.00	\$50.00
Security deposit ReQuired	\$250.00	\$250.00	\$0	\$250.00	\$250.00	\$250.00

*school, Federal, State, and County Government entities are exempt from rental fees.

1. Two checks are required to be submitted with the application. One check is required for the rental fee, see below, and a second, separate check is required for the security deposit of \$250.00 for Community Centers only.
2. All checks shall be made payable to "Town of Alton".
3. The security deposit will be returned upon inspection of the Community Center, and approval of the Parks and Recreation Director or the Parks and Recreation Administrative Assistant.
4. The security deposit will not be refunded should there be damage to the Community Center.
5. The applicant is responsible for all cleanup following the event. An additional custodial fee of \$25.00 per hour will be subtracted from the security deposit, or added to a billing. The Town of Alton reserves the right to bill the applicant and/or organization, or keep the security deposit, or pursue legal action, or a combination of any of the three, for any unforeseen damages to Town property or required cleaning.
6. If a Police and/or Fire Department presence is required, an additional fee may be required with the submittal of the application or may be billed separately as determined by the Alton Police and/or Alton Fire Departments. It is the applicant's responsibility to contact the Police Department and Fire Department to see if an Officer or Firefighter is required. The Police and Fire Departments need at least three weeks' notice to schedule an officer or the rental can be canceled by the Town.
7. A request for a fee waiver may be granted to an Alton--based, non-profit organization which benefits Alton residents. A request may be submitted to the Board of Selectmen's office in writing requesting a waiver of the fee, and why it should be waived. Submit the request by email to: selectmen@alton.nh.gov. Allow at least four weeks for a decision. A security deposit is not eligible for waiver.

Insurance:

- The applicant must provide a Certificate of Liability Insurance for the time period of the rental. The Certificate of Insurance must have the Town of Alton as an "additional insured". The insurance policy must be endorsed, and the Town of Alton must be listed as the Certificate Holder with the following name and address: Town of Alton, PO Box 659, Alton NH03809,
- The insurance must be in the amount of at least \$1,000,000.00. Proof of Homeowner's insurance is not an accepted form of the insurance requirement.

Allowed Uses and Prohibited Conduct:

- The applicant receiving permission is restricted to the dates and hours approved.
- The applicant is restricted to the area requested for use,
- All activities must be under competent adult supervision, Children under the age of 18 must be supervised at all times.
- Alterations/decorations to the interior and exterior of the Community Center are prohibited. Any proposed alterations/decorations to the Community Center including hanging items on walls, require approval from the Parks and Recreation Department. Approved alterations/decorations must be removed immediately following the rental. Alterations/decoration examples include tacks, tape, nails, glue, glitter, confetti, markers, crayons, etc. No decorations of any kind are to be taped, stapled, glued, nailed or tacked to the walls, ceilings, floors, windows, window treatments, wood trim, etc. The use of decorations is limited to the tables and corkboards only.
- All private property must be removed at the conclusion of an event. The Town will not store items for the applicant

- The applicant shall be responsible for any and all damage to the property and premises caused by acts of the applicant or their agents, employees, patrons, guests, and artists, whether accidental or otherwise. The Town reserves the right to utilize all or part of the security deposit to pay for damages. **Damage shall be reported to the Parks and Recreation Department within 24 hours.**
- The applicant must agree to leave the Community Center and premises in the same condition as existed at the time of possession and is responsible for cleaning up after the rental. This includes but is not limited to sweeping the floors, washing the floors, cleaning used tables and chairs, cleaning used surfaces and restrooms, and removing all event-specific garbage from the building. Any equipment, furniture, and other items moved during the event must be returned to the proper location. The applicant is responsible for providing their own cleaning supplies and trash bags. A check list is provided with the key to remind the applicant what needs to be completed in the building before locking up. Messy conditions upon arrival or defects which arise during an event shall be reported to the Parks and Recreation Department immediately upon discovery. Available on-site trash receptacles provided inside of facilities by the Town shall be for temporary storage only. All trash generated from the event including: kitchen, function room, outside areas, etc., and restroom trash, must be removed by the applicant and disposed of properly.
- The Parks and Recreation Department reserves the right to utilize all or part of the security deposit to pay for cleaning expenses.
- A custodial fee of \$25.00 per hour will be deducted from the security deposit if necessary.
- The Parks and Recreation Department reserves the right to bill the applicant or organization for any unforeseen damages to the Town property.
- The use of tables and chairs which are located in the structure or on each property shall be restricted to the applicant for indoor use only.
- During the winter months, the applicant is required to shovel and put ice melt (provided in a bucket by the entrance) on the outdoor walkways if necessary due to snow/ice.
- No activities in violation of Federal, State, or Local laws, or the Board of Health requirements, shall be permitted on the premises. It shall be the responsibility of the applicant while under the term and period of this agreement, to enforce this provision.
- Alcohol, smoking, tobacco, vaping, and electronic cigarette products are prohibited in all areas of any facility.
- There shall be no grills or barbecues within or on any building, deck or porch, or underneath any roof structure.
- The applicant must comply with all fire/safety codes. Smoking, flammable decorations, open flames, pyrotechnics and explosives are prohibited.
- Vehicles must be parked in legal parking spaces only. Handicap parking spaces and fire lanes shall be observed.

Cancelations and Refunds: Cancellations are accepted and must be in writing to the Parks and Recreation Department as soon as the need to cancel is apparent by the applicant. A refund of the rental fee and security deposit shall be made in the event of a cancellation.

Penalty:

- A person or organization found to be in violation of this Policy will be denied permission to use any Town property for future events and may face Police prosecution and/or civil action by the Town, depending on the violation.

- The Parks and Recreation Department reserves the right to accept or reject any application, and to prohibit the use of any property for any purpose whatsoever or is otherwise not in the best interest of the Town.


R. Virgil MacDonald, Chairman

Paul E. LaRochelle, Vice Chairman

Reuben L. Wentworth

Rossiter R "Bob" Holt


Brock Mitchell



R. Virgil MacDonald, Selectman Chair

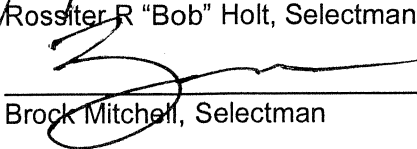


Paul E. LaRochelle, Selectman Vice Chair



Reuben L. Wentworth, Selectman

Rossiter R "Bob" Holt, Selectman



Brock Mitchell, Selectman



TOWN OF ALTON, NH

Parks and Recreation Property Rental Application

Applicant Name: _____

On Behalf of Organization or Company: _____

Mailing Address: _____

Physical Address: _____

Best Contact Phone: _____ Email: _____

FACILITY/PROPERTY REQUESTED:

- Alton Bay Community Center, 58 Mt. Major Hwy; Max. Capacity 100
- Pearson Road Community Center- 7 Pearson Rd; Max. Capacity 106
- Railroad Square Park –*Adjacent to Alton Bay Community Center*
- Land Bandstand – *Adjacent to Public Parking Lot in Alton Bay*
- Jones Field – 14 Jones Field Rd, *adjacent to Highway Department Building*
- Liberty Tree Park – 65 Route 140, behind the Fire Station
- Other: _____

PURPOSE OF USE:

- Family Function / Private Party (describe): _____
- Commercial/Business Use (describe): _____
- Non-Profit Organization Use (describe): _____

Date(s) of Event: _____ Time: from _____ to _____

Estimated number of patrons, participants or visitors: _____

Is a Police Officer required? Yes No

Will entertainment be provided? Yes No

If yes, please describe: _____

Are any fees to be charged? Yes No

If yes, please indicate amount to be charged: \$ _____

AVAILABILITY OF PROPERTIES:

- Alton Bay Community Center: Available seven days per week from 9:00am to 10:00pm. Rental is restricted to the interior structure of the building and the covered porch.
- Pearson Road Community Center: Available weekdays from 5:30pm to 10:00pm, and on weekends from 9:00am to 10:00pm.
- Railroad Square Park/ Land Bandstand/ Jones Field/ Liberty Tree Park: Available seven days per week from Dawn to Dusk.

RENTAL FEES FOR PROPERTIES

- Private Party/Family Function: See Rental Fee Structure
- Commercial/Business Use: See Rental Fee Structure
- Non-Profit Organization: See Rental Fee Structure

SECURITY DEPOSIT FOR COMMUNITY CENTER

A **\$250 refundable security deposit** is required for rental of a Community Center. The security deposit will be refunded upon satisfactory inspection of the premises after use.

RENTAL AGREEMENT FOR ALL TOWN PROPERTIES:

By signing this Application Form, the applicant agrees to follow the Parks and Recreation Rental Policy. The applicant will also assume responsibility for all damages that may result from use of the facility, to include responsibility for the conduct and actions of all persons using the Town facility in conjunction with this application, and will report damage and/or injuries within 24 hours to the Parks & Recreation Department. The Town of Alton reserves the right to bill you and your organization for any unforeseen damages to Town property. In addition, the applicant acknowledges that permission to use the facility is contingent upon the following conditions.

- 1) I agree that the Town of Alton and its agents shall be indemnified and held harmless for any claims for damages resulting from the use of Town Property in conjunction with this application.
- 2) I agree to provide the Town of Alton with a **Certificate of Liability Insurance**, as required in the Parks and Recreation Property Rental Policy. Said insurance shall be in the amount of at least \$1,000,000.00 in general liability insurance. The "Town of Alton" shall be listed as the Certificate Holder and will list the Town of Alton as an additional insured with the address: Town of Alton, PO Box 659, Alton, NH 03809.
- 3) I agree to abide by all other conditions set forth by the Town of Alton, the Parks and Recreation Property Rental Policy, and any special conditions that may be imposed.

By signing below, I acknowledge that I have read and understand this Policy and the Application. I and the agency I represent, agree to abide by this Policy in its' entirety.

Applicant Signature: _____ Date Signed: _____

Printed Name: _____ Title (if applicable): _____