

TOWN OF ALTON, NH

Application for Use of Town Property

Applicant Name: _____

Name of Organization or Company: _____

Mailing Address: _____

Best Contact Phone: _____ Email: _____

FACILITY REQUESTED:

- Alton Bay Community Center, 58 Mt. Major Hwy. (see rental fees on next page)
- Pearson Road Community Center, 7 Pearson Road (see rental fees on next page)
- Railroad Square Park – *adjacent to Alton Bay Community Center*
- Land Bandstand – *adjacent to Public Parking Lot in Alton Bay*
- Jones Field – *off Letter S Road*
- Liberty Tree Park – *adjacent to Alton Water Works and Central Fire Station, Route 140*
- Other: _____

PURPOSE OF USE:

- Private Party / Family Function (describe): _____
- Commercial/Business Use (describe): _____
Number in attendance: _____ Is a Police Officer hired? Yes No
- Non-Profit Organization Use (describe): _____
- Other Use (describe): _____

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

Estimated number of patrons, participants or visitors: _____

Will entertainment be provided? (*please circle one*) Yes No

If yes, please describe: _____

Are any fees to be charged? (*please circle one*) Yes No

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

Are Fee or Policy Waivers being requested? (*please circle one*) Yes No

If yes, please submit request in writing to Board of Selectmen for approval.

AVAILABILITY OF COMMUNITY CENTERS:

- Alton Bay Community Center: Available seven days per week from 9:00am to 11:30pm. Rental is restricted to the interior structure of the building and the covered porch.
- Pearson Road Community Center: Available weekdays from 5:30pm to 11:30pm, and on weekends from 9:00am to 11:30pm.

RENTAL FEES FOR COMMUNITY CENTERS (PAYABLE TO TOWN OF ALTON):

- Private Party/Family Function: \$45 with use of kitchen or \$35 without use of kitchen
- Commercial/Business Use: \$60 with use of kitchen or \$50 without use of kitchen
- Non-Profit Organization: \$5 (includes use of kitchen)

SECURITY DEPOSIT FOR COMMUNITY CENTERS (PAYABLE TO TOWN OF ALTON):

A **\$50 refundable security deposit** is required for the rental and use of either 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 and enforce the Rules and Regulations stated in the *Town of Alton – A Policy Governing the Use of Community Centers*. The applicant will also assume responsibility for all damages that may result from their use of the facility, to include responsibility for the conduct and actions of all persons using the Town facilities in conjunction with this application. In addition, the applicant acknowledges that permission to use the facilities is contingent upon agreeing to the following conditions. Please checkmark all applicable boxes:

- 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.
- I agree to provide the Town of Alton with a **Certificate of Insurance**, as is the Town’s stated policy, for all functions, except a Non-Profit Organization meeting. Said insurance shall be in the amount of at least \$500,000.00 in general liability insurance, with the Town of Alton listed as the additional insured. This type of policy may be issued by the applicant’s homeowner’s policy as a rider for the date(s) of the event.
- I agree to abide by all other conditions set forth by the Town of Alton and any special conditions that may be imposed.

Applicant Signature: _____ Date Signed: _____

Printed Name: _____ Title (if applicable): _____

Application Permit (for Official Use Only)

Today’s Date: _____ Application: Approved Denied (see notes below)

Rental Fee Paid: \$ _____ Security Deposit Paid: \$ _____

Waivers approved: _____

- See attached Board of Selection comments and approval sheet.

Security Deposit Amount Refunded: \$ _____ Date refunded: _____

Notes: _____

TOWN OF ALTON, NH

A Policy Governing the Use of Community Centers

The following is a list of conditions for rental of the Town of Alton Community Centers. Please read carefully. To reserve a Community Center, a *Town of Alton – Application for Use of Town Property* must be completed and returned with payment to the Alton Parks and Recreation Department. Please make checks payable to Town of Alton. Keys can be picked up by appointment from 7:00am-3:30pm, Monday-Friday at the Parks and Recreation Department (A.V.A.S. Public Park), 328 Main Street, 875-0109. Keys should be dropped off promptly at A.V.A.S. Public Park after the function. Rental must be confirmed and paid for at least seven (7) business days before the scheduled function date.

1. The Town of Alton requires a Certificate of Insurance in the amount of \$500,000.00 naming the Town of Alton as an additional insured. Non-profit organizations holding a meeting only may be exempt from this requirement; however, if a function is held and the public is invited to attend, the Town requires a Certificate of Insurance. This type of insurance is available as a binder on your Homeowner's Policy, and usually there is no additional fee charged by the insurance provider. Please include a copy of your Certificate of Insurance with your Application Form, or ask the insurance company to fax the Certificate of Insurance to us promptly at 603-875-0242.
2. The rental fee for non-profit organizations is \$5.00. A request for a fee waiver may be granted. Please state a fee waiver request in writing to the Board of Selectmen. The rental fee for Private Parties is \$45 with use of the kitchen and \$35 without use of the kitchen. Rental for commercial use is \$60 with use of the kitchen and \$50 without use of the kitchen. A \$50.00 refundable cleaning and security deposit is required. The deposit will be refunded upon satisfactory inspection of the building. Please note it takes two (2) weeks to process the refund check.
3. Refunds for canceled reservations must be requested in writing to the Parks and Recreation Director. There shall be no rental refunds for events that are canceled less than thirty (30) days prior to the scheduled event. Security deposits will be refunded. In lieu of a rental fee refund, the Town shall make a good faith attempt to reschedule events that must be canceled as a result of inclement weather at no extra charge.
4. No decorations of any kind are to be taped, stapled, glued, nailed or tacked to the walls, ceiling, floor, windows, window treatments, wood trim, etc. Limit the use of decorations to the tables and corkboards only. No person shall install any device that requires penetration of a wall or paved surface.
5. All tables and chairs are to be used indoors only and put away after use in their proper storage areas. Tables and chairs are not available for rental outside the Community Center, unless written permission is received by the Town Administrator.
6. All equipment and supplies used by the renters must be removed from the building. Do not store any personal supplies in the building. Do not leave anything in the refrigerator.
7. Access to the janitorial closet, which is stocked with the following items: mops, brooms, cleaning materials, is available.
8. Please sweep floors after use, and wash floors with soap and water if dirty.
9. Please wipe down all tables, chairs, counters, sinks and stove.
10. Windows and doors must be closed and locked.

11. Trash cans with plastic liners are provided. Available on-site trash receptacles provided inside the building by the Town shall be for temporary storage only. It is the responsibility of the renter to remove all trash from the building, and replace the used bag with a clean, new bag. In addition, all trash is to be emptied from the restroom trash containers.
12. Please turn down the thermostat to 60 degrees when leaving the building. At Pearson Road, please leave the thermostat as is; it is on a timer.
13. Vehicles should be parked in legal parking spaces only. Please observe handicap spaces and fire lanes.
14. Children must be supervised by adults at all times.
15. The Parks and Recreation Department reserves the right to decline application for the use of the facility and/or cancel the use of the facility and to prohibit the use of community centers for purposes which are deemed to be in violation of local decency standards or otherwise not in the best interest of the Town.
16. **SMOKING IS PROHIBITED** in all areas of the facility, including the function room, basement, hallway, kitchen, stairway and bathroom facilities.
17. **NO ALCOHOL** is permitted on the premises, except by written approval of the Board of Selectmen. A Police Officer may be required.
18. Renters shall be held responsible for any and all damages to Town property which occurs during the rental period. Notwithstanding any criminal or civil action that may be imposed, the Town also reserves the right to utilize all or part of the cleaning and security deposit to pay for damages and/or cleaning expenses.
19. Non-profit organizations may be eligible to receive a waiver of any provision of this policy, upon written request and approval by the Town Administrator.
20. Non-profit organizations which have received a waiver of fees shall be welcome to make donations to the Town in order to offset the operating expenses associated with the use of the buildings.
21. Persons who fail to comply with the provisions of this policy shall be guilty of a violation, and shall be subject to a fine of not less than \$50.00.
22. All facilities and events must close by 2:00am.
23. In the event a facility is being rented, and contracted entertainment services are to be provided, the Application Form shall be forwarded to the Police Chief for approval with whatever conditions are deemed to be essential in order to maintain public safety.
24. All applicants are encouraged to submit an application at least thirty (30) days prior to a scheduled event.
25. Grills and portable barbeques are prohibited inside the building and on the covered porch.
26. It shall be the responsibility of the renters to maintain sanitary conditions in the facility restrooms at all times during functions and events. Equipment malfunctions should be reported to the Parks and Recreation Director immediately. Portable toilets are prohibited, unless written approval is granted by the Town Administrator.
27. All decisions made are subject to appeal by written submission to the Board of Selectmen.
28. The same rules governing the use of the Community Center for Craft Fairs shall also apply to all other facility renters, unless a waiver is requested in writing and approved by the Town Administrator.