



TOWN OF PETERBOROUGH RECREATION DEPARTMENT

64 Union Street • Peterborough, NH

03458-1056

www.peterboroughnh.gov

www.peterboroughrec.com

lbetz@peterboroughnh.gov

603-924-8080



Nicole MacStay
Town Administrator

Lisa A. Koziell-Betz, CPRP
Recreation Director

RECREATION FACILITY PERMIT APPLICATION

Date of Application: _____

Application to be submitted at least one week in advance of your activity in order to be reviewed by the Recreation Director and returned to you.

The undersigned makes application on behalf of: _____

(organization name)

for the use of (check desired facility):

Adams Playground North

- Basketball court
- Tennis/Pickleball court
- Campfire ring
- Pavilion (by pool)
- Gazebo (by parking lot)
- Arts & Crafts building
- Pool/Splash Pad
- GaGa ball pits

Jutras Recreation Building Meeting Room

Cunningham Pond picnic area

Adams Playground South

- Bishop Field
- Picard Field Ecco Field
- Russell Field

Peterborough Community Center

- Gymnasium
- Dining Room
- Conference Room
- Kitchen
- Bocce Court
- Lawn

Date(s) _____ **Time (s)** _____

Activity (please describe): _____

Number of attendees _____ **Fees to be charged (if any)** _____

Proceeds from admission charged will be devoted to: _____

It is expressly understood and agreed that the regulations of the Recreation Department are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to, or loss of, Town property in consequence of such use of the accommodations identified above, and engages to make the same good without any expense to the Town. I understand and agree by applying for this permit that I am responsible for the conduct of the attendees. I certify that on behalf of the applicant or organization, I am also authorized to commit that organization, and thereof agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the Town of Peterborough. The undersigned also further agrees to pay promptly such charges as may be made for the accommodations requested. I also understand that acceptance of this application should in no way be construed as a final approval/confirmation of this request.

Applicant (please print): _____

For Office Use Only

Applicant's signature: _____ **Date application received:** _____

Address: _____ **Date of approval:** _____

Phone: _____ **Application approved by:** _____

Email: _____ **Fee required:** _____ **Police Required: Yes No**

Information, Policies and Procedures for use of the Peterborough Community Center

The Peterborough Recreation Department (PRD) office is located at 64 Union Street, Peterborough, NH 03458-1056. Phone: 603-924-8080. Office hours are 8:30am—4:30pm weekdays, except for federal holidays.

All programs and facilities of the Peterborough Recreation Department are open to all citizens regardless of age, sex, sexual orientation, gender identity or expression, race, creed, color, marital status, national origin, familial status, veteran status, physical or mental disability, pregnancy or national origin, or other legally protected class.

General Information about the Peterborough Community Center (PCC)

1. **The PCC, located at 25 Elm Street, Peterborough, NH,** is owned by the Town of Peterborough (TOP) and is operated by the PRD.

2. The PRD is responsible for scheduling the use of the PCC. All scheduling will be on a first come, first served basis, with PRD-sponsored activities and events taking precedence over all other requests for usage. All arrangements for use must be accompanied by a Recreation Facility Permit Application, and must be made in advance through the PRD.

3. **There is no telephone available for public use at the PCC and the building is not hard-wired to the fire department. Someone in your user group must have a cell phone available for emergency use. If you need emergency assistance, you must initiate the 911 call.**

4. The light switches for the gym are at the north (far) end of the room by the doors leading to the food pantry corridor. The gym thermostat (white cover) is on the north wall. **If adjusting the gym thermostat, adjust only the wall thermostat and not the ceiling thermostat.** The thermostat (beige cover) for the front rooms are in the food pantry corridor near the red breaker panel. **All lights must be switched off and all thermostats should be returned to their original setting when leaving the building.**

Fees and Rental Agreement

1. All groups are required to submit a Recreation Facility Permit Application.

2. **Most activities will require a certificate of insurance “naming the TOP as an additional insured.”** Coverage should include property damage and liability in the amount of \$1 million per occurrence and \$2 million aggregate. Coverage must be provided in writing before use of the facility can be approved. The Lessee’s homeowner’s insurance carrier may provide this insurance, or it may be purchased through the TULIP program offered through the Town’s insurance. Depending on your rental purposes, a liability waiver signed by each event attendee (or their adult guardian) might be substituted for a certificate of insurance. The PRD reserves the right to make this determination.

3. **The security fee is \$150 and must be provided in a check separate from the rental payment.** The PCC must be left in the same condition that it was in prior to the rental. Any damages or custodial expenses (\$30/ hour) will be deducted from the security deposit. If the cost to repair damages exceeds the amount of security deposit, the Lessee shall be responsible for the additional costs.

4. The use period is not to extend beyond the timeframe authorized by the permit, so schedule sufficient time for set up and clean up. If you would like to set up the night before your event, you must rent the facility or its availability cannot be guaranteed.

5. The PRD reserves the right to require a police officer or officers be on duty during an event. When necessary, the PRD will schedule a police detail. It is the responsibility of the Lessee to pay all detail fees, in addition to the rental fees.

6. A 50% deposit is required to confirm your reservation. The balance is due prior to your event.

7. The PRD will assume no responsibility for claims arising due to a lack of proper acquisition of copyrights, licenses or other legal obligations.

8. The PRD is not responsible for any equipment, props, event-related material or belongings brought to or left in the PCC by the Lessee, the Lessee's designee(s), patrons or other event-related persons.

9. The Town Administrator, Recreation Director (or designee) may cancel the scheduled event without liability when, in their judgment, cancellation is necessary due to inclement weather or any other safety-related reason.

10. The PRD reserves the right to cancel or deny use of the facility to anyone, at any time, at its discretion. All deposits and fees will be returned if this occurs.

11. Requests to include alcohol must be made no less than 30 days before the event. Written authorization from the Recreation Director AND Town Administrator are required. The Lessee is responsible for obtaining a certificate of insurance with an alcohol liability rider, naming the TOP as an additional insured, as well as a liquor license, if applicable.

12. Failure to provide the PRD with notice of cancellation at least 48 hours in advance may result in the forfeiture of 50% of the rental fee, unless due to an extreme weather emergency.

13. After the initial event arrangements have been agreed upon by the PRD and Lessee, any changes or additions must receive explicit PRD approval no less than two weeks before the event.

Use of Facilities

1. All areas should be inspected prior to use, making sure that the area is free from hazards and in working order. If a hazard exists the Lessee should either: 1) make an effort to alleviate the hazard, 2) block off the area to prevent use, or 3) not use the area. In all cases, the hazard must be reported to the PRD as soon as possible, along with information on what action, if any, was taken.

2. All injuries, incidents or damage, including vandalism and theft, must be reported to the PRD within 24 hours. A first aid kit and AED can be found on the wall across from the rest rooms.

3. If accidental damage to the property occurs while you are using the facility, it must be reported to the PRD immediately via text or email, preferably with photos attached.

4. The facility must be left in the same or better condition than it was in prior to the rental. The Lessee is responsible for clean up and removal of all rubbish accumulated during the event. The PCC is a carry in/carry out facility.

5. The Lessee is responsible for the observance of county and state fire and safety regulations at all times. The PCC is authorized for a capacity of 300 persons.

6. Parking is allowed in the lined spots on the south side of the building (bee mural side), in the horseshoe driveway on the eastern side, and in the large unpaved area by the old Armory garage. The driveway to the

Town Highway garage in the rear of the lot must remain unobstructed and available for emergency vehicle access. No vehicles may park on Elm Street. All building emergency entrances must be kept free and clear.

7. **The Lessee is fully responsible for making sure that all regulations are followed. This person is financially responsible for damages that occur as a direct result of the event/activity, as well as being directly responsible for the proper supervision and actions of the participants, and for a satisfactory clean up and lockup of the facility.** Any activity in violation of these regulations, town ordinances, or NH State Law, is prohibited, and will result in forfeiture of existing permits and denial of future use for the designated user, group and organization.

8. Paper products are not provided for your use. Those on the premises are for PRD programs only.

9. The Lessee shall properly clean and sanitize all usage areas after use. **The use of PRD equipment must be pre-authorized by the Recreation Director and must be returned to its original location after use.**

Equipment cannot be removed from the facility without prior written approval.

10. **All user groups are responsible for their own set up, clean up and removal of rubbish.**

11. **Tables and chairs must be cleaned after use and prior to being properly stored. All tables and chairs must be returned to their original locations.**

12. Open flames are not permitted in the PCC, including wax candles, oil burning candles, incense, and aromatherapy burners. The exception to this is birthday cake candles, which must be under direct parent/adult supervision.

13. **Keys must be returned to the PRD within twelve hours of the event.** The Night Drop Off slot next to the office door at 64 Union Street may be used.

Behavior Regulations

1. The Lessee is wholly responsible for the conduct of all persons at the facility during the time in which the Lessee, the Lessee's designee(s), patrons, or other event-related persons occupy the PCC for pre-event set up, rehearsals, event or post-event activities.

2. This facility is open to the public and others may be in the building at the same time as your group. Because of this, please make sure that everyone in your group refrains from using any offensive behavior and/or language while on the grounds of the PCC.

3. Smoking is not permitted in any portion of the PCC or outside on PRD property.

4. No person, organization, or group shall bring alcoholic beverages or drink alcoholic beverages at any time at the PCC without prior authorization from the Town Administrator AND Recreation Director per Town Codebook Chapter §132-4.

Kitchen Rentals

1. A preliminary walk-through and instructional session will be required within 48—72 hours of your rental. A final walk-through inspection must be scheduled with a PRD staff member within 24 business hours after the conclusion of your event.

2. The Lessee is responsible for completing the Kitchen Clean Up and Closing Procedures checklist, leaving it in the PRD Night Drop Off mail slot.

3. Prior approval is required for every use of the deep fryer. Authorization is limited to PRD staff and approved professional users, such as chefs or caterers.

Fee Schedule

Non-Commercial/ Non-Profit Users:

Gym: \$35/ hour
Kitchen: \$35 for rentals up to four hours
Dining Room: \$35 for rentals up to four hours
Conference Room (no food allowed): \$25/ hour

Special Packages:

Birthday Party Special: Gym + Dining Room: \$90/ two hours (\$15 discount)
Gym, Dining Room & Kitchen: \$125/ two hours (\$15 discount)
\$150/ three hours (\$25 discount)
\$175/ four hours (\$35 discount)

Commercial Users:

\$35/hour per room except Gym = \$50/ hour

Minimum rental time is one hour.

Custodial fees of \$30 per hour may apply based on group size, usage, and facility condition upon completion of rental. Security Deposit of \$150 is required in a check separate from the rental payment. Any damages or custodial fees will be deducted from the security deposit. Lessee is financially responsible for fees exceeding the amount of the security deposit. A cancellation fee equal to 50% of the rental fee may be assessed for cancellations made less than 48 hours before event.

I have read and understand the regulations stipulated on this form and agree to abide by said regulations as set forth by the Peterborough Recreation Department. I understand that the policies are strictly enforced and failure to comply with the policies and procedures may result in the Peterborough Recreation Department retaining the security deposit. This agreement may not be assigned or transferred. I understand and agree by applying for the use of the Peterborough Community Center that I am responsible for the conduct of attendees. I certify that on behalf of the applicant or organization, I am also authorized to commit that organization, and thereof agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the Town of Peterborough.

All applicants must include a completed and signed Peterborough Recreation Department Indemnification and Waiver Agreement for use of PRD Facilities and Equipment (attached).

I also understand that acceptance of application should in no way be construed as a final approval/ confirmation of this request.

Preliminary walk-through is scheduled for _____ Post-event walk-through is scheduled for _____

Keys loaned to us for the event are: _____

All keys will be returned to the PRD within twelve hours of the conclusion of this event.

Applicant's signature: _____ Date: _____

Responsible/ Insured Party

Rental Approval: _____ Date: _____