



## MULTI-PURPOSE ROOM RENTAL APPLICATION

Name of Organization / Group / Individual: \_\_\_\_\_

Contact: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) requested for usage: \_\_\_\_\_

|             |                 |                     |
|-------------|-----------------|---------------------|
| Day / Times | _____ Sunday    | from _____ to _____ |
|             | _____ Monday    | from _____ to _____ |
|             | _____ Tuesday   | from _____ to _____ |
|             | _____ Wednesday | from _____ to _____ |
|             | _____ Thursday  | from _____ to _____ |
|             | _____ Friday    | from _____ to _____ |
|             | _____ Saturday  | from _____ to _____ |

Purpose of usage: \_\_\_\_\_

\_\_\_\_\_

Approximate number attending: \_\_\_\_\_

Equipment needs: # of tables requested \_\_\_\_\_ # of chairs requested \_\_\_\_\_

I, \_\_\_\_\_, have read and signed the attached Policy Statement(s) and agree to follow all rules and regulations pertinent to the policies and to this agreement. I also agree that I am liable for any damage to the rental facility.

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**MULTI-PURPOSE ROOM FEES: Deposit: \$100.00 Rental fees: \$60.00 / hour (tables and chairs included)**

Please make checks payable to: **Chester Recreation**

The person(s) renting the Multi-Purpose Room is responsible for picking up the tables and chairs, pushing in the bleachers, removing all trash (waste receptacle provided in back of building), sweeping and making sure the room looks as it did when you arrived. If it is not cleaned up the deposit or a portion of the deposit will be forfeited. Deposit to be refunded within two (2) weeks of the completed event if appropriate to the above address.

FOR OFFICE USE ONLY

Date: \_\_\_\_\_ Check number: \_\_\_\_\_ Received by: \_\_\_\_\_

### TOWN OF CHESTER RECREATION DEPARTMENT

(603) 887-5773

84 Chester Street, Chester, NH 03036

director@chesternhrec.org

## MULTI-PURPOSE ROOM POLICY

- The Recreation Department reserves the right to limit use of the Multi-Purpose Room.
- Use of the Multi-Purpose Room is intended for Chester residents.
- An insurance binder is required but may be waived at the discretion of the Recreation Department.
- No application for use of the room will be processed until all information is provided.  
Deposit and / or fees are due when the application is turned in for processing.
- Priority of use shall be as follows:
  - Town Meetings / Elections
  - Regularly scheduled recreational activities
  - Non-profit community organizations (Friends of the Library, Boy Scouts, Girl Scouts, etc)
  - Requests by Chester residents for private functions
  - All other requests
- Regularly scheduled programs may use the facility unattended upon completion of the application for use. These groups include but are not limited to: community organizations, adult and youth programs.
- Youth activities involving participants less than 18 years of age must have a responsible adult(s) present at all times. This adult must be a minimum of 21 years of age. The Recreation Department may require a minimum number of adults, a paid custodian or the Recreation Director be present during the activity.
- Private event use may require that a custodian be present prior to, during, and after the activity (for opening and setup, clean up and closing), to be paid for by the user. This fee shall be separate from the user fee. The Recreation Department may defer this requirement after review of the application.
- Police detail may be required for any entity requesting use with 50 or more participants. The police officer fees are not included in the Multi-Purpose Room user fee and are paid by the user. Please contact the Chester Police Department directly to make arrangements for police detail(s) and/or traffic control if required.
- Use of alcohol at any event must be approved by the Board of Selectmen and will require the presence of a police officer. The police officer fees are not included in the Multi-Purpose Room user fee and are paid by the user. If alcohol will be present during the event, a copy of the insurance binder must be on file with the Recreation Department.
- Applications requesting the Multi-Purpose Room for a function must be presented a minimum of fifteen (15) days prior to the function. Application for an athletic practice/game/league shall be thirty (30) days prior to the first meeting of the group.
- Cancellations must be made no less than five (5) days prior or the deposit will be forfeited.
- Arrangements for the code to enter through the secured keypad entry system must be made at least one week prior to the event. If this contact is not made, deposits and /or fees will be forfeited along with loss of facility use.
- Activities may be scheduled for up to an 8 – week period of time after which a new application must be completed. Extended use will be approved at the discretion of the Recreation Department.

MULTI-PURPOSE ROOM FEES - (Please make checks payable to: **Chester Recreation**):

**Deposit: \$100.00      Rental fees (including use of tables and chairs): \$60.00 / hour**

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