



# TOWN OF CHESTER

## FACILITY USAGE APPLICATION

(REVISED 07/2022)

Please Check	Facility	Security Deposit	Fee Schedule
	Community Center	\$100.00	TBD
	Multi-Purpose Room	\$100.00	\$60.00/hour
	Stevens Memorial Hall – Auditorium	\$250.00	\$50.00/up to 4 hours + \$15.00/hr after
	Stevens Memorial Hall – Dining Room	\$100.00	\$25.00/up to 4 hours + \$10.00/hr after
	Town Hall Annex – Activities Room	\$100.00	TBD
	Town Fields (French) – Baseball/Babe Ruth	\$250.00	N/A
	Town Fields (Nichols) – Baseball/Soccer	\$250.00	N/A
	Town Fields – Snack Stand	\$100.00	TBD
	Wason Pond Field – Baseball/Softball/Soccer	\$250.00	N/A
	Wason Pond Conservation and Recreation Area	\$250.00	N/A
	Other	TBD	TBD
<b>Please make check(s) payable to: TOWN OF CHESTER</b>			

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

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Date(s) requested for usage: \_\_\_\_\_ Approximate number attending: \_\_\_\_\_

Day/Time: \_\_\_ MON \_\_\_ TUE \_\_\_ WED \_\_\_ THU \_\_\_ FRI \_\_\_ SAT \_\_\_ SUN from \_\_\_\_\_ to \_\_\_\_\_

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

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. Further, I agree to adhere to any and all town policies/ordinances and applicable state law. I also agree that I am liable for any damage to the rental facility. **ALL USAGE REQUESTS ARE SUBJECT TO TECHNICAL REVIEW COMMITTEE (TRC) REVIEW**

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>			
Date: _____	Check #: _____	Amount of Security Deposit \$ _____	Received by: _____
Date: _____	Check #: _____	Amount of Rental Fee \$ _____	Received by: _____

Please submit paperwork to: Town of Chester, Recreation Department, 84 Chester Street, Chester, NH 03036  
[www.chesternh.org](http://www.chesternh.org) (603) 887-3636, Ext. 100 [director@chesternhrec.org](mailto:director@chesternhrec.org)

# TOWN OF CHESTER

## FACILITY USAGE POLICY

(REVISED 07/2022)

- The Town of Chester reserves the right to limit use of town facilities.
- Indemnification: To the fullest extent permitted by law, the User shall protect, indemnify, save, defend, and hold harmless the Town of Chester, including its officials, agents, employees and volunteers ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, resulting from, occurring during or in any way connected with use of the facilities requested by the User, whether or not such injury or damage is caused by or contributed to in whole or in any part by any action or failure to act, negligence, breach of contract, or other misconduct on the part of the Indemnified Parties.
- Insurance: Without limiting its indemnification, the User must procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of Chester is named as an additional insured with coverage limits of not less than \$1,000,000 per occurrence/\$2,000,000 Aggregate. User will furnish the certificate of insurance and endorsement no later than two (2) weeks in advance of the event. If User cannot provide such proof of insurance as described above, as an alternative, the User may purchase a Special Events policy, such as TULIP (Tenant Uses Liability Insurance Program). The User must request that the Town of Chester be named as an additional insured. An insurance binder is required.
- No application for use of the facilities will be processed until all information is provided. Deposit and/or fees are due when the application is turned in for review and processing.
- Regularly scheduled programs may use the facility unattended upon completion and approval of the application for use. These groups include but are not limited to: community organizations, adult and youth programs.
- 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 Town of Chester may defer this requirement after review of the application.
- 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 Town of Chester may require a minimum number of adults, a paid custodian or the Recreation Director be present during the activity. All fees incurred by supervision by the Recreation Director or custodian will be the responsibility of the group/individual renting the facility.
- Portable toilet rental may be required for any entity requesting outdoor facility use and/or use with 25 or more participants.
- Police detail may be required for any entity requesting use with 50 or more participants. The police officer fees are not included in the 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 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 Town of Chester.
- Food service and/or preparation will meet guidelines established by New Hampshire Department of Health and Human Services.
- Applications requesting use 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 access to enter facility 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 a 4 – week period of time after which a new application must be completed. Extended use will be approved at the discretion of the Town of Chester.
- No signs, posters, exhibit, banners, or decorations of any kind shall be hung in or about the facilities which would in any way mar, or deface, same.
- Indoor Facilities: Tables/chairs must be cleaned and returned to designated area. Floors must be swept and dirt picked up. All trash to be removed from premises. Rest rooms must be cleared of all debris on floor and in sink and all toilets must be flushed. Thermostat temperature reset. Use of stage area allowed with prior permission. All doors/windows must be shut and locked.
- Outdoor Facilities: All outdoor areas/fields are public areas for public use. The Town of Chester cannot reserve space for any one person/organization/entity. This request is intended for the sole purpose of notifying the Town of Chester of a specific activity/event. All organized sports must complete facility use application. If additional requests are made, the Town of Chester reserves the right to limit use when and if they deem appropriate.