



## COMMUNITY CENTER 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: \_\_\_\_\_

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: \_\_\_\_\_

**COMMUNITY CENTER USAGE FEES: Deposit: \$100.00 Rental fees: TBD**  
 Please make checks payable to: **Chester Recreation**  
 The person(s) renting the Community Center is responsible for sweeping and making sure the room looks as it did when you arrived. If it is not cleaned up and the checklist is not complete the deposit will be forfeited.  
 Deposit to be refunded within two (2) weeks of the completed event if appropriate to the above address.

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 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

## COMMUNITY CENTER USAGE POLICY

- The Recreation Commission reserves the right to limit use of the Community Center.
- Use of the Community Center is intended for Chester residents.
- An insurance binder is required but may be waived at the discretion of the Recreation Commission.
- 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:
  - Senior Citizen Meetings
  - 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: Boy/Girl Scouts, Senior Citizens, other youth groups, Chester town committees.
- 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 Commission may require a minimum number of adults, a paid custodian or the Recreation Coordinator be present during the activity. All fees incurred by supervision by the Recreation Coordinator or custodian will be the responsibility of the group/individual renting the facility.
- 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 Coordinator 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 Community Center 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 Coordinator.
- Applications requesting the Community Center 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 entry on the day of the event/meeting 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 Commission.
- The facility check list must be completed and returned within one week of the completion of the event.

### COMMUNITY CENTER USAGE FEES:

**Deposit:           \$100.00**

**Rental fees:       \$ TBD / hour**

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

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