



## SNACK SHACK USAGE FORM

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: \_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

### Snack Shack Facility Use Policy

- The Recreation Commission reserves the right to limit use of the Snack Shack.
- Use of the Snack Shack room is for Chester residents ONLY.
- No application for use of the room will be processed until all information is provided. Deposit fees are due when the application is turned in for processing (if applicable).
- Regularly scheduled programs may use the facility unattended upon completion of application for use of Town Recreational Facilities. These groups include but are not limited to: Baseball, Soccer, Football.
- **Food service and / or preparation will meet guidelines established by the New Hampshire Department of Health and Human Services.**
- 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 to be present during the activity.
- Applications requesting the Snack Shack room for a function must be presented a minimum of fifteen (15) days prior to the function.
- Cancellations must be made no less than five (5) days or the deposit will be forfeited.
- Arrangements for the key to enter must be made at least one week prior to the event. If this contact is not made, all deposit fees will be forfeited along with loss of facility use. (if applicable)
- Activities may be scheduled for **up to a 4-week** period of time after which a new application must be completed.
- Check list must be completed and returned within one week of the completion of the event.

### TOWN OF CHESTER RECREATION DEPARTMENT

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