TOWN OF GOFFSTOWN
FACILITY and GROUNDS USE POLICY & APPLICATION

I. POLICY PURPOSE:

The purpose of this facility and ground use policy is to:

A. establish authorization for use;
B. prioritize the users of facilities;
C. identify town facilities and grounds available, establish capacity of each area, and establish fees for each;
D. establish regulations;
E. establish prohibitions;
F. establish scheduling procedures;
G. provide a hold harmless agreement;
H. provide a facility and grounds use application form.

II. AUTHORIZATION OF USE:

Town facilities and grounds are the property of the Town of Goffstown. When not in use for town purposes, town facilities as identified in this policy, may be used with the prior approval of the Town of Goffstown for purposes that promote the welfare of the Goffstown community. Ultimate authority for granting, extending, refusing and/or canceling any permitted use of town facilities is retained by the Goffstown Board of Selectmen who delegate the daily use and operations to the respective Department Heads. . No person, group, or organization has any vested right to use town property; and the right to use the property for any lawful purpose is subject to approval by the Department Head who oversees the facility or grounds. Authorization for use of town facilities and grounds by non-town sponsored/sanctioned organizations shall be considered neither as an endorsement nor approval of the activity, group, or organization or the purposes they may represent. Fees will be consistent with any expenses (i.e. wear and tear, electricity, heat, required staffing if needed) to be incurred by the Town of Goffstown and the benefits to be derived by the user. The intent of the fee schedule is to offset the staffing, facility and grounds costs incurred by the Town as a result of public use. The town will cooperate with recognized organizations and agencies, such as American Red Cross and Civil Defense, and will make suitable facilities available, without charge, during a community emergency or to prepare for civil defense.

III. PRIORITIZATION OF USERS:

The primary use of town facilities is for municipal government business. The following groups are listed with "A" being the highest priority and "I" being the lowest priority:

A. **Town Departments, Committees, Boards and Commissions:** These entities are part of town government, covered by the town's liability insurance and <u>not</u> subject to facility and grounds use fees. Department use is our first priority, and Committee, Boards and Commissions are secondary. Committees need not complete an application form but need to schedule with appropriate department head.
B. **Political Subdivisions**: These groups include the Goffstown School District, Goffstown Village Water District, Grasmere Water Precinct and Hillsborough

County. These groups will submit an application with a Certificate of Insurance and are not subject to a facility and grounds use fee.

C. **Town Sponsored Groups or Activities**: These groups or activities are funded or partially funded by the Town of Goffstown (i.e. Goffstown Main Street Program, CERT). These groups will submit an application with a Certificate of Insurance and are not subject to a facility and grounds use fee.

D. **Town Sanctioned Groups or Activities**: These groups or activities raise funds for town projects and activities (i.e. Friends of Parks and Recreation, Friends of the Library, Friends of Goffstown Rail Trail, etc.). These groups will submit an application with a Certificate of Insurance and are not subject to facility and grounds use fees.

E. **Elected State and Federal Officials:** Incumbents who wish to hold office hours to respond to individual constituent concerns or questions do not need to submit a Certificate of Insurance or pay a fee to use a town facility or grounds.

F. **Local Civic, Fraternal, Professional, Political and Sports Organizations**: These groups submit an application with a Certificate of Insurance and are subject to a facility and grounds use fee.

G. **Local Non-Profit Organizations:** These groups will submit an application with a Certificate of Insurance and are subject to a facility and grounds use fee.

H. **Local Residents:** Some facilities and grounds could be used by local residents for private functions. Resident would submit an application with a Certificate of Insurance, and are subject to a facility and grounds use fee.

I. **Out-of-Town Non-Profit Organizations:** These groups will submit an application with a Certificate of Insurance and are subject to a facility and grounds use fee.

IV. TOWN FACILITIES AND GROUNDS, CAPACITY & FEES:

Goffstown Town Hall

❑ Meeting Room 106	$10.00 per hour	capacity 82
❑ Meeting Room 107	$10.00 per hour	capacity 51

Grasmere Town Hall *(see attached policy and application for use of this facility)*

Fire Station #19, Pinardville

❑ Upstairs Meeting Room (not ADA accessible)	$15.00 per hour	capacity 49

Police Station

❑ Conference Room, only available for user A & C.	capacity 30

Public Works

❑ Conference Room, only available for user A.	capacity 10

Parks and Recreation

Recreation Center (long term use for over three months negotiable) – Building capacity at one time is 49

❑ Gym	$15.00 per hour	capacity 49
❑ Commissioners Conference Room	$10.00 per hour	capacity 30
❑ Office	$10.00 per hour	capacity __

Fields:

❑ Sarette Youth Soccer Field	$1,000 per season/$50.00 per hour
❑ Sarette HS Soccer Field	$1,000 per season/$50.00 per hour
❑ Sarette Football Field	$1,000 per season/$50.00 per hour

❑ Louise Street Field	$1,000 per season/$50.00 per hour
❑ Roy Park Softball Field	$1,000 per season/$50.00 per hour
❑ Barnard Park Football Field	$1,000 per season/$50.00 per hour
❑ Instructor / Pro Tennis Court Rental	$15.00 per hour per court
❑ Parking Fees for High School Students	$50.00 for school year

V. REGULATIONS:

Users agree to:

A. meet the assembly requirements by not exceeding room capacity;
B. provide a Certificate of Insurance in the amount of $1,000,000 for property and liability naming the Town of Goffstown as the secondary insured at the time of application;
C. submit fees one week prior to the scheduled use;
D. checks are payable to the "Town of Goffstown" unless it is for the use of Grasmere Town Hall when checks are payable to "Grasmere Town Hall Restoration Fund";
E. Any damage to the facility and grounds or personal injuries occurring during normal office hours (M-F 8:00 am – 4:00 pm) notify Administration Office at Town Hall 497-8990 x100. If there is property damage or personal injuries after hours, notify the Goffstown Police Department at 497-4858.
F. Facility users must accompany the Building Supervisor or designee for a walk through inspection of the facility before and after each event; town departments and committees are exempt from a walk through;
G. Users agree to clean up the areas used. Users of Grasmere Town Hall agree to sweep floors and remove trash/recycling to appropriate bins outside. Failure to do so may result in additional custodial fees.
H. Users agree to adhere to the parking restrictions of the facility and grounds.
I. Storing materials requires the prior approval of the Department Head;
J. User provided equipment or materials requires prior approval of Department Head.

VI. PROHIBITIONS:

A. All users must comply with the town ordinance prohibiting the consumption of alcoholic beverages on town property;
B. The Town of Goffstown does not allow smoking in its facilities;
C. Sub-letting the town facility or grounds to any other person or group is prohibited;
D. Use of candles or other open flames is prohibited in town facilities.

VII. SCHEDULING PROCEDURES:

A. Prospective users must submit a Facility and Grounds Use form with a Certificate of Insurance thirty (30) days prior to the date being requested to the Administration Office at Town Hall, 16 Main St., Goffstown.
B. Department Head's authorization is required for the facilities they oversee.
C. If date is approved, then user must submit the fee within one week of approval.
D. The Department Head may waive the 30 day requirement with good cause and so long as others are not unduly disadvantaged by the waiver.

VIII. HOLD HARMLESS: All applicants for use of town facilities shall hold the Town of Goffstown free and without harm from any loss, damage, liability or expense that may

arise during, or be caused in any way by, such use or occupancy of town facilities. Also, in the event of property loss or damage resulting from such use or occupancy of town facilities, the amount of damage shall be decided by the Department Head and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained, if the applicant is found to be the cause.

IX. WAIVER: The Board of Selectmen reserves the right to waive facility and grounds fees when they determine a hardship exists or in the best interests of the town.

X. FACILITY AND GROUNDS USE APPLICATION:

Application Date: _____

Organization Name: _____

User Type (choose from Section III): ❒ A ❒ B ❒ C ❒ D ❒ E ❒ F ❒ G ❒ H

Contact Name: _____

Address: _____

Email: _____ Phone: _____

Type of event/activity: _____

_____

What type of equipment will you be using during your event/activity? _____

_____

Will fees be charged for the event? ❒ Yes ❒ No
Is this a fund-raising event? ❒ Yes ❒ No
Is this event open to the public? ❒ Yes ❒ No

Anticipated attendance? _____

Requested Date(s): _____

Start Time: _____ End Time: _____

Requested Building: _____ Requested Room: _____

Applicant Signature for policy and application: _____

If user anticipates posting signs outside the facility or grounds, then they need to apply for a temporary sign permit with the Planning Office. If user plans an outdoor event, then they will need to apply for an Event Permit with the Administration Office.

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FOR INTERNAL USE ONLY

Approved by Department Head: _____ Date: _____

User Notification: _____ Date: _____

Grasmere Town Hall
Facility Use Form
(revised 2012)

Organization Name: _____

IRS Filing Status: _____

Contact Name: _____ Title_____

Contact Address:_____

Contact Telephone (day): _____ (evening): _____

Certificate of Insurance: _____

Requested Dates and Times:_____

USER RESPONSIBILITIES

- All users agree not to exceed the Meeting Room capacity of 49 people.
- All users are responsible for cleaning the Meeting Room after each use including sweeping the floor, and taking the garbage/recycling outside to the appropriate bins.
- All users must notify the Administration Office at Town Hall (497-8990) or in the event of an emergency the Goffstown Police Department of any facility breakdown.
- All users must submit a copy of their certificate of insurance naming the Town of Goffstown as the secondary insured.
- All users should be aware that there is a town ordinance prohibiting alcoholic beverages in any municipal building.
- In lieu of a user fee, we agree to provide the following assistance towards the Grasmere Town Hall Restoration Project:
  - ☐ DONATION TO THE "GRASMERE TOWN HALL RESTORATION FUND"
    $_____
  - ☐ IN KIND DONATION
    - ☐ Insulation
    - ☐ Electrical
    - ☐ Plumbing
    - ☐ Construction
    - ☐ Fund Raising
    - ☐ Other_____

Applicant Signature:_____ Title:_____

Authorized Signature:_____ Date:_____