

Town of Grantham

300 Route 10 South, Grantham, New Hampshire 03753

603-863-6021 * FAX 603-863-4499

EMAIL: admin@granthamnh.net



Town Building Use Application

Organization (if applicable)

Name of Applicant/Authorized Representative of Organization

Mailing Address

Home Phone

Work or Cell Phone

Email Address

Date(s) Requested

Time(s) Requested (include extra time for
setup and cleanup)

Please provide a brief description of the event: _____

Will the kitchen be used at this event? _____ If yes, a \$150 refundable cleaning deposit is required.

Approval to use municipal facilities will not be granted unless the following conditions and policies & procedures are agreed upon: The on-site supervisor must be at least 21 years of age and be present at all times during the activity proposed. The on-site supervisor also assumes responsibility to comply with and pay fees in accordance with the Town Building Use Policies & Procedures. **Signature below by the applicant and on-site supervisor indicates receipt of an agreement with the Town Building Use Policies & Procedures.**

Signature of Applicant & One-Site Supervisor

Date

Do you charge a fee? * _____

*Meaning acceptance of admission, participation fee or donations not being provided to a charitable organization.

Town Hall Parking

Parking for events at the Grantham Town Hall is around the back in the lower level parking lot. For large events, we ask you utilize the over-flow “grassy” parking area on the other side of the fire pond whenever possible.

Loading and unloading for an event: You can use the two main doors to Town Hall or the side door, whichever is easier.

Handicapped Parking: Please note that the two spaces in front of the double doors are reserved specifically for those persons issued a State handicapped parking permit. If you park in these spaces without the proper permit please be aware that you may be ticketed at any time of the day or night as allowed by State Statute.

By signing below, the applicant understands the parking requirements for Grantham Town Hall.

Applicant's signature

Date signed

Town Building Use Policies & Procedures

The Grantham Town Building is available for use by the general public. Use of the town building must be scheduled through the Selectmen's Office (863-6021 or admin@granthamnh.net). On occasion, approval must be obtained from the Board of Selectmen. Please allow a minimum of two weeks for this process.

- I. **Fees:** Rental fees may apply. Please refer to the Town Building Use Application for a fee schedule. Payment must be submitted in advance of the actual event. The Grantham Board of Selectmen reserves the right to waive fees.
- II. **Keys:** Keys to the building being rented will be furnished up to seven days in advance of the event. The renter is responsible for securing the building when the event is over.

The renter is responsible for turning off lights, closing windows and locking the building at the conclusion of the event. All keys must be returned within three business days of the event. Keys may be returned to the Selectmen's Office during regular office hours.
- III. **Occupancy Limits (without table set up):** A maximum of 300 people.
- IV. **Alcoholic Beverages:** Alcoholic beverages are prohibited in all Town of Grantham buildings.
- V. **Trash:** All trash is the responsibility of the renter and must be removed from the property at the conclusion of the event. Please try not to allow cups or cans with liquid to go directly in the trash.
- VI. **Cleaning:** All renters are required to leave the facility in the same condition in which it was found. Cleaning up must be done immediately following the event, unless permission is granted in advance for a delay until the next morning. A refundable cleaning deposit of \$150 is charged for all private events.
- VII. **Tables & Chairs:** Tables and chairs located within the facility are for your use. All moving of furniture must be done with care to avoid scratching the floors. Scratches caused by moving furniture will be considered damage and will be addressed as such. See Section IX. Damages for details. Chairs should be returned to the closet and tables put back on the carts and pushed to the sides of the room. Setting up of tables and chairs MUST meet the strict guidelines of the fire emergency egress pattern. This information is posted inside the Storage Closet.
- VIII. **Kitchen:** All appliances are available for renter's use. Full instructions for the use of all appliances are located in the kitchen on or near each piece of equipment. **All foods must be removed following the event.**
- IX. **IX: Damages:** The renter is responsible for any damages. In the event of damages, no matter how minor, the Town reserves the right to obtain a quote for the repair of damages and to bill the renter appropriately. Failure to pay for damages as billed may result in the revocation of the privileges to use town property for future functions and/or legal redress.
- X. **Liability Insurance:** The Town of Grantham reserves the right to require liability insurance for any event held in a town building.

Fee Schedule

Category 1: **No Charge**
Grantham town/community functions; Organizations not charging or accepting admission, participation fee, donation not being provided to a charitable organization, or paying instructors through an organization to run a program AND are serving predominately Grantham residents. Use of kitchen excluded.

Category 2: **\$25 per day + \$150 Refundable Cleaning Deposit**
Same as Category 1, with use of the kitchen included.

Category 3: **\$100 per day + \$150 Refundable Cleaning Deposit**
Residents – private function, with or without use of the kitchen.

Category 4: **\$150 per day + \$150 Refundable Cleaning Deposit**
Non-residents – private function, with or without use of kitchen.

Damages: The Town reserves the right to charge for damages. See section **IX. Damages** of the Town Building Use Policies & Procedures.

Office Use Only

Approved Denied

Signature of Town Administrator or assigned person

Special Conditions of Use: _____

\$ _____ 1 2 3 4
Fee Category

Date Fee Paid

Method of Payment

Check # (if applicable)

Confirmation Date

XI. Storage: Limited storage of materials may be allowed in some municipal facilities upon request and application.

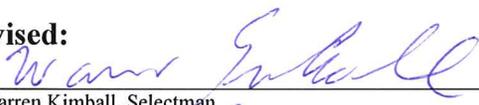
XII. Miscellaneous Rules:

- Nothing is to be used to hang or fasten things to the windows, walls, doors, or ceilings, including masking tape, transparent tape, duct tape, glue, tacks, push pins, staples, nails or other forms of attachment that could damage or mar the walls.
- Balloons and streamers are welcome. Balloons must be secured to ensure they don't float around the room. Streamers should not be glued, tacked, taped or nailed onto the infrastructure.
- No candles are allowed, except celebratory cake or ceremonial candles.
- **No smoking. Smoking is prohibited in all town buildings, per RSA 155:64-77.**
- Music may be played only at levels that do not disturb SAU office personnel, Police Department, Town Office or any other neighbor.
- The renter is completely responsible for the behavior of and damage caused by anyone attending the function.
- Grantham Police reserve the right to monitor the use of all town buildings during any event under circumstances, which may appear to be unusual, rowdy or excessively noisy, at the cost of the renter.
- When governmental issues are being discussed, open access and RSA 91-A:3 (Right to Know) laws apply to any and all functions.

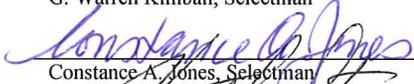
Failure to obey these Policies & Procedures may result in revocation of privileges to use town property for future functions and/or legal redress.

Adopted December 2005
Grantham Board of Selectmen

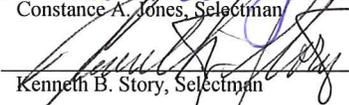
Revised:



G. Warren Kimball, Selectman



Constance A. Jones, Selectman



Kenneth B. Story, Selectman

Date: 1/8/14

Applicant's Checklist

Have you remembered to...

- Turn off all appliances, including coffee maker and oven(s)?
- Turn off the lights?
- Remove your trash?
- Clean the kitchen (when applicable)?
- Checked the bathrooms for messes?
- Return chairs and tables to their rightful places?
- Mopped the floor (when applicable)?
- Return the key to the building to the Selectmen's Office?
- Launder any towels used and return them within 48 hours?

Please sign below indicating the above checklist is complete and return it with the key.

Applicant's signature

Date signed