



Meredith Parks and Recreation Department

One Circle Drive
Meredith, NH 03253
Phone: (603) 279-8197
www.meredithnh.gov
[Email: parksnrec@meredithnh.gov](mailto:parksnrec@meredithnh.gov)

Permits must be submitted a minimum of two weeks prior to the requested reservation date.

Community Center Use Permit

Name of Organization: _____ Contact Person: _____

Phone: _____ Cell Phone: _____ Email Address: _____

Physical Address: _____

Mailing Address (if different from physical): _____

Date(s) Requested: _____ Time (including set-up and break down): _____

Activity Description: _____ Decorations/ Balloons: Yes No

Will food be served? Yes No | Will the event be catered? Yes No | Will admission be charged? Yes No

Will there be concessions/sales/vendors? (Please explain): _____

Number of people expected: _____ Number of cars to park: _____ Number of chairs: _____ Number of tables: _____

Special Requests and Set Up: _____

Please select the space(s) you wish to rent:

Meeting Room A is not available M-F from 8:00am - 12:00pm

| | | |
|--|---|--|
| <input type="checkbox"/> Activity Center (Gymnasium) | <input type="checkbox"/> Meeting Room B | <input type="checkbox"/> Meeting Rooms B & C |
| <input type="checkbox"/> Arts and Crafts Room | <input type="checkbox"/> Meeting Room C | <input type="checkbox"/> Meeting Rooms A*, B & C |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Meeting Rooms A* & B | |
| <input type="checkbox"/> Meeting Room A * | <input type="checkbox"/> Meeting Rooms A* & C | <input type="checkbox"/> Sound System Requested |

Please Take Notice

- A cleaning fee of \$50.00 is assessed to all groups of 20 or more in Categories #3-#7 who serve food at their event.
- Categories #2-#7 will require a \$15.00/ per hour required staff member fee is assessed to all groups that rent space outside normal operating hours.
- All 501C3 Non-Profit organizations must provide their 501C3 declaration letter each calendar year to receive non-profit fee rate.
- All non-profit organizations not classified as a 501C3 will be considered a Private Meredith resident/organization or Private Non-Meredith resident/organization.
- Fee is based off physical address (where taxes are paid).
- Priorities of bookings are scheduled based upon category #1-#7.

*Please write your category number based on the chart below: * _____

HOURLY RATES BY ORGANIZATION TYPE

| | #1 Town of Meredith | #2 Meredith Non-Profit | #3 Private Meredith Resident/ Organization | #4 Meredith for Profit | #5 State/ Federal Agency | #6 Non-Meredith Non-Profit | #7 Private Non-Meredith/ Organization |
|------------------------|---------------------|------------------------|--|------------------------|--------------------------|----------------------------|---------------------------------------|
| Activity Center | \$0 | \$0 | \$40 | \$50 | \$50 | \$50 | \$80 |
| Arts & Crafts Room | \$0 | \$0 | \$30 | \$40 | \$40 | \$40 | \$60 |
| Kitchen | \$0 | \$0 | \$30 | \$40 | \$40 | \$40 | \$60 |
| Meeting Room A | \$0 | \$0 | \$30 | \$40 | \$40 | \$40 | \$60 |
| Meeting Room B | \$0 | \$0 | \$30 | \$40 | \$40 | \$40 | \$60 |
| Meeting Room C | \$0 | \$0 | \$30 | \$40 | \$40 | \$40 | \$60 |
| Meeting Rooms A & B | \$0 | \$0 | \$40 | \$55 | \$55 | \$55 | \$80 |
| Meeting Rooms A & C | \$0 | \$0 | \$40 | \$55 | \$55 | \$55 | \$80 |
| Meeting Rooms B & C | \$0 | \$0 | \$40 | \$55 | \$55 | \$55 | \$80 |
| Meeting Rooms A, B & C | \$0 | \$0 | \$50 | \$65 | \$65 | \$65 | \$100 |

Please read the following Community Center Policies:

1. Permits may only be approved for reservations up to 6 calendar months in advance.
2. Alcohol and tobacco products are not permitted on town property.
3. All organizations must provide certificate of liability insurance coverage in the amount of one million dollars.
4. A Parks and Recreation staff member must be present during all facility events.
5. **Applicant must submit permit with a two-week notice.**
6. Parks and Recreation Administration must approve any alterations to the facility, including hanging items on the wall. Any approved alterations must be removed immediately following event.
7. Storage space for user groups is **NOT** available at the Community Center.
8. Food and drink are **NOT** permitted on carpeted areas.
9. A cancellation fee equal to 50% of the rental fee will be assessed to the permit holder if cancellation occurs less than 48 hours prior to the event. No show, no call will void permit and forfeit entire payment.
10. Any additional requests or changes to the signed permit must be approved by Parks and Recreation Administration.
11. Pets are permitted inside the facility during times scheduled for pet specific activities or as an official service animal. Owners must enter and exit through Activity Center doors. **NOTE: Pets must be on a leash or in a crate.**
12. Once the permit is approved, you will receive an email confirmation with the approved permit.
13. Upon confirmation, payment must be made. Payment must be received one week prior to the event or permit is subject to being voided.
14. Permits that are incomplete or contain evidence of any tampering to the original verbiage will not be accepted.
15. All user groups in category #2 (**Non-Profit 501C3 organizations**) **ARE RESPONSIBLE FOR OWN SET UP AND BREAK DOWN.** The requested equipment will be available in your reserved space for your arrival.
16. Items may not be hung with tape or thumb tacks on any surface. Sticky Tack is the only adhesive allowed. Helium balloons that are not removed from the building may sound the alarm after hours. **If this occurs, you will be charged a fee of \$50 to cover the cost of this response time.**
17. Voluntary donations from Meredith Non-Profits are much appreciated to help defray operating expenses.

I _____ agree to hold harmless the Town of Meredith Parks and Recreation Department, staff, volunteers, coaches, and instructors for accidents that may result for the entire event. The requesting person assumes any and all responsibility when using the facility for special use and will see that the facility is cleaned and made presentable before leaving the premises and will immediately report any damages. The Town of Meredith reserves the right to bill the permit holder for any unforeseen expenses or damages to our property.

I HAVE READ ALL INFORMATION CONTAINED IN THIS DOCUMENT AND UNDERSTAND IT IN FULL.

Signature of Permit Holder

Date

Please make checks payable to:

Town of Meredith

Save this permit, attach to an email, and send to:

parksnrec@meredithnh.gov

For Office Use Only:

Request Granted

Parks and Recreation Administration

Date

Request Denied

Rental Fee: \$ _____

Conditional Approval/ As Amended

Cleaning Fee: \$ _____

Additional Information Required

After Hours Fee: \$ _____

Staff Covering Event: _____

Total Balance Due: \$ _____

Administrative Comments:

Fee Paid: \$ _____