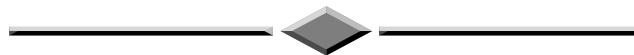


*TOWN OF BELMONT, NEW HAMPSHIRE*

## *Facility Rental and Usage Policy*

*Adopted  
April 20, 2015*



OFFICE of SELECTMEN

# Town of Belmont

143 Main Street,  
Belmont, New Hampshire 03220  
Telephone 603-267-8300

## Town of Belmont Facility Request Form

• Name of Organization: \_\_\_\_\_

Nature of Organization: Town Committee \_\_\_\_\_ Private \_\_\_\_\_  
Belmont Nonprofit \_\_\_\_\_ Regional Nonprofit \_\_\_\_\_ Community Organization \_\_\_\_\_

• Facilities available: Please indicate the facility you are requesting to use: Show/Exhibit \_\_\_\_\_ Social Gathering \_\_\_\_\_

- Corner Meeting House
- Tioga Pavilion

• Please indicate nature of event: Meeting \_\_\_\_\_

\*NOTE: The Town of Belmont does NOT have a license to show COPYRIGHTED movies.

Please describe: \_\_\_\_\_

Other: Please describe: \_\_\_\_\_

• Please list date and time of event: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

• Total number attending: \_\_\_\_\_ Adults \_\_\_\_\_ Minors \_\_\_\_\_  
Age range of minors: \_\_\_\_\_

• Name of person responsible for event: \_\_\_\_\_

• Address: \_\_\_\_\_

• City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

• Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

• I have read and understand the Town of Belmont Facility Rental and Usage Policy. I take responsibility to ensure that all participants adhere to the policy. I understand that a Certificate of Insurance must be filed with my request or I must sign a Facility Use Agreement and Release/Indemnification.

Signature of Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit the completed form along with full payment to Belmont Town Hall located at 143 Main Street, Belmont, NH.

<b>For Office Use Only</b>	
Total Fee = \$ _____	Full payment received _____/_____/_____ Check # _____
Usage Fee \$ _____	Cleaning Deposit: \$ _____ Key Deposit \$ _____
Certificate of Insurance or Facility Use Agreement: Yes _____ No _____	

# The Corner Meeting House Rental and Usage Policy

## Location

The Belmont Corner Meeting House is located at 16 Sargent Street in Belmont, New Hampshire.

## Available Space

1. First Floor
2. Second Floor

**Accessibility:** The Corner Meeting House is completely accessible to persons with disabilities in accordance with the Americans with Disabilities Act (ADA).

**Parking:** Parking is located on Fuller Street next to the Belmont Police Station. Additional parking is located on Sargent Street in proximity to Sargent Park.

## Hours of Availability

Hours of Operation: 7:00 a.m.—10:00 p.m.

To inquire about available hours, contact the Belmont Town Hall at 603-267-8300. Requests for events outside the hours of availability will be considered upon request.

## Description of Physical Space

Upper Level (Second Floor): The second floor can legally accommodate 100 persons seated and 47 seated with tables based on New Hampshire guidelines. The space is heated and air-conditioned. The bathroom is handicap accessible.

Lower Level (First Floor): The first floor can legally accommodate 75 persons seated and 35 seated with tables based on New Hampshire guidelines. The space is heated and air-conditioned. The space does not have an available handicap accessible bathroom.

## Scheduling and Rates

Every group requesting use of meeting rooms must first contact the Town Hall. A Facility Request Form must be completed and all fees paid prior to confirmation of reservation.

All fees and deposits are waived for Belmont Town Boards, Committees and Commissions.

In the event of a scheduling conflict, priority shall be given to Town Boards, Committees and Commissions. All other requests for meeting rooms will be accepted in the order of receipt.

**Cancellation Policy:** In the event of a cancellation written notice shall be given to the Town of Belmont as soon as possible prior to the scheduled event.

## Corner Meeting House Rules and Regulations

Users of town facilities are subject to all existing Town ordinances and State regulations.

The applicant and the organization shall be held responsible for the proper use of the facility and for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and the hours agreed to on the application and stated on the permit. In the event that property loss or damage is incurred during such use or occupancy of this facility, the amount of damage shall be decided by the Town of Belmont or designee; and a bill for damages will be presented to the group or individual occupying the facilities, during the time that loss or damage was sustained.

All applicants for use of the Corner Meeting House shall hold the Town of Belmont free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of these facilities.

Users shall provide any necessary police and fire protection as per Town ordinances.

Posters, decorations, and displays must be removed at the end of the event. Items may only be attached using painter's tape. Thumbtacks and nails are not allowed under any circumstances.

Material and leaflets, which advocate the election of a candidate, political or otherwise, must be removed at the end of the event.

Signs shall not be placed on Town property without the expressed permission of the Board of Selectmen.

The Executive table is not to be moved, unless prior arrangements have been made.

All minors must have appropriate adult supervision.

No food or other perishables are to be left in the facility.

The Town will not be responsible for articles left in the facility.

THERE SHALL BE NO SMOKING OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND. Any consumption of alcoholic beverages or illegal substances by a member of the organization, audience, team, or attendee shall forfeit the right of that organization or individual to use the property.

When leaving the facility at the end of the event, the person responsible must ensure that all doors are locked, lights are out, fans and AC units are off, windows are locked and the key is returned to the Town Hall within four days.

The Town of Belmont reserves the right to refuse use of its facilities for functions that conflict with its mission.

## How to Reserve Space

To reserve space in the Corner Meeting House:

1. Print the Facility Request Form and the Corner Meeting House Rules and Regulations, which can be found at [www.belmontnh.org](http://www.belmontnh.org).
2. Submit the completed request form to the Belmont Town Hall.

## Questions

If you need information or have questions, please contact: [townadministrator@belmontnh.org](mailto:townadministrator@belmontnh.org).

### Telephone

603-267-8300

### Fax

603-267-8327

### Postal Address

Belmont Town Hall  
PO Box 310  
Belmont, NH 03220

# The Tioga Pavilion Rental and Usage Policy

## Mission

The Tioga Pavilion's mission is to provide the residents of Belmont, NH, a central community meeting place and to advance a diversity of programming for the creative, intellectual, social, and recreational enjoyment of Belmont residents.

## History

The Tioga Pavilion was built in 2014 using grant funds generously provided by the Land Water Conservation Fund program. The Pavilion and Riverwalk LWCF grant application was written by Christine Fogg of Belmont with support from Belmont Town Staff. The Pavilion was constructed by NCM Management LLC.

## Facility Usage

### Permitted

- Community gatherings
- An outdoor meeting place for community organizations and clubs
- recreational and cultural activities
- enrichment programs
- shows and exhibits
- social events
- Town use
- school use

### Not Permitted

- Business Use
- Weekly regularly scheduled meetings unless approval is granted by the Board of Selectmen.

## Available Space

1. Large Common Area 26' x 80" paved covered space with handicap accessible bathroom. Tables and chairs will be available upon request.

Accessibility: The Tioga Pavilion is completely accessible to persons with disabilities in accordance with the Americans with Disabilities Act (ADA).

Parking: Parking is available. Motor vehicles are allowed on designated roadways and in parking lots only. Parking must be within the designated areas, and vehicles must not be parked in a manner, which would impede traffic. All-terrain vehicles are prohibited in recreation areas.

### **Hours of Availability**

Hours of Operation: 7:00 a.m.—10:00 p.m.

To inquire about available hours, contact the Belmont Town Hall at 603-267-8300. Requests for events outside the hours of availability will be considered upon request.

### **Description of the Physical Space**

Large Common Area: 26' x 80' paved covered space.

Bathrooms: Bathrooms are located within the enclosed area and are handicap accessible.

### **Scheduling & Rates**

In the event of a scheduling conflict, priority shall be given to Belmont non-profit community organizations and those programs, which increase the diversity of programming.

Non-Profit Special/Social Events: Rates below are for events other than scheduled meetings.

Private Events: The Tioga Pavilion is available for private events. Private events shall not be scheduled more than 90 days in advance of the event.

Prices listed below are for a 4-hour session and the additional cost per hour to rent the facility. Payment in full shall be due prior to confirmation of reservation. Please include your set-up and clean-up time as part of your request.

	Event Fee
Belmont Community Organization/Non- Profit	Fee Waiver
Private Event Party/shower,	\$50.00
Regional Non-Profit	\$50.00

**Deposits:** Payment in full shall be due prior to confirmation of reservation. Usage Fees and Deposits will be waived for all Town of Belmont Boards, Committees and Commissions, and the Belmont Schools.

**Cleaning and Key Deposit:** A refundable cleaning and key deposit of \$200.00 shall be required. The deposit will be returned after inspection of the Pavilion following the event. A cleaning checklist is available for your use.

**Refund Schedule:** Upon request in writing, a refund will be issued by the Town of Belmont in the form of a check and will be sent by mail within four to six weeks of the request.

**Cancellation Policy:** In the event of a cancellation written notice shall be given to the Town of Belmont within 5 calendar days of the scheduled event. A full refund of all monies will be returned if proper notice was received. All applicable deposits will be returned.

### **Liability Coverage**

Any community organization wishing to use the Tioga Pavilion or other Town facility, other than those elected or appointed by the Town, must provide a certificate of liability insurance naming the Town of Belmont as an additional covered party.

Individuals who wish to use the Tioga Pavilion must provide a certificate of event insurance and name the Town of Belmont as the insured party through their personal insurance OR sign a Facility Use Agreement and Release/Indemnification form.

If an event is being catered OR if an event is hiring a group to perform, the caterer or performance group must provide a certificate of insurance naming the Town of Belmont as an additional covered party.

All fees and liability insurance, including endorsement to an individual's policy naming the Town of Belmont as an additional covered party, must be submitted to the Town of Belmont Selectmen, Town Administrator or their designee at least 4 days prior to the event.

**Without proper liability coverage, the event shall be cancelled.**



## Location

The Tioga Pavilion is located at 18 Mill Street in Belmont, New Hampshire.

## How to Reserve Space

To reserve the Belmont:

1. Print the Facility Request Form and the Belmont Rules and Regulations, which can be found at [www.belmontnh.org](http://www.belmontnh.org).
2. Submit the completed form to the Town of Belmont. If the requested space is available, you will be asked to submit a Certificate of Insurance or the Facility Use Agreement and Release/Indemnification form along with any applicable fees and deposits to the Town of Belmont prior to confirmation of reservation.

## Questions

If you need information or have questions, please contact: [townadministrator@belmontnh.org](mailto:townadministrator@belmontnh.org).

### Telephone

603-267-8300

### Fax

603-267-8327

### Postal Address

Belmont Town Hall  
PO Box 310  
Belmont, NH 03220

## Tioga Pavilion Rules & Regulations

Users of the Tioga Pavilion are subject to all existing Town ordinances and State regulations.

The applicant and the organization shall be held responsible for the proper use of the facility and for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and the hours agreed to on the application and stated on the permit. In the event that property loss or damage is incurred during such use or occupancy of this facility, grounds, the amount of damage shall be decided by the Town of Belmont or designee; and a bill for damages will be presented to the group or individual occupying the facilities, grounds, during the time that loss or damage was sustained.

All applicants for use of the Tioga Pavilion and the surrounding grounds shall hold the Town of Belmont free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of these facilities.

Users shall provide any necessary police and fire protection as per Town ordinances.

Posters, decorations, and displays must be removed at the end of the event. Items may only be attached using painter's tape. Thumbtacks and nails are not allowed under any circumstances.

Material and leaflets, which advocate the election of a candidate, political or otherwise, must be removed at the end of the event.

Signs shall not be placed on Town property without the expressed permission of the Board of Selectmen.

All minors must have appropriate adult supervision.

The Town will not be responsible for articles left in the facility.

THERE SHALL BE NO SMOKING OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND. Any consumption of alcoholic beverages or illegal substances by a member of the organization, audience, team, or attendee shall forfeit the right of that organization or individual to use the property.

All users are requested to assure that all trash and refuse are picked up at the conclusion of any event and removed from the property. No food or other perishables are to be left in the Pavilion.

When leaving the Pavilion at the end of the event, the person responsible must ensure that all doors are locked, lights are out, and the key is returned to the Town Hall within four days.

The Town of Belmont reserves the right to refuse use of its grounds for functions that conflict with its mission.