Farmington Parks and Recreation

531 Main Street
Farmington, NH 03835
(603) 755-2405
erogers@farmington.nh.us

The following fee structure is for the use of the Town Hall Auditorium. The chart below details rental options for the gym/ opera house. Only trained individuals are allowed access the audio/visual equipment.

The attached Facilities Use form must be completed. Once approved the fee is due within 7 days prior to the event. Checks can be made payable to The Farmington Parks and Recreation Department.

The requesting organization is responsible for clean up; an additional custodial fee will be added if necessary. The Town of Farmington reserves the right to bill your organization for any unforeseen damages to our property. Tacks, tape and any alterations to the hall are prohibited.

If the Police and/or Fire Departments presence is required an additional fee may be charged, as determined by the Farmington Police and/or Fire Chief. POLICE and or FIRE need at least 3 weeks' notice or the event can be canceled.

A $250 security deposit is required for all organizations. Deposits will be returned upon inspection of the building and approval of the Recreation Director/ Assistant Director.

A flat fee of $25 + $15/hr. will be charged for groups that wish to use the upstairs meeting room or the downstairs recreation room for private uses.

There will be no *facility fee* charged to any Public Organization whose purpose is to benefit the Town of Farmington if they wish to use the upstairs meeting room or the downstairs recreation room; upon the completion of necessary fee waiver and approval from the Farmington Board of Selectmen. Organizations that are granted waivers are still subject to the $15/hr. staffing charge.

Fee Structure for the use of the Recreation Department Gym:

Gym and Equipment Use	Town of Farmington & Farmington Schools	Farmington Non-Profit	Farmington Profit	Out of Town Non-Profit	Out of Town Profit
Up to 4 hrs.	0	$50+ $15/hr.	$100+ $15/hr.	$100+ $15/hr.	$100+ $15/hr.
4-8 hrs.	0	$100+ $15/hr.	$150+ $15/hr.	$150+ $15/hr.	$150+ $15/hr.
Building Rental Fee	0	$250 + $15/hr.	$250 + $15/hr.	$250 + $15/hr.	$500 + $15/hr.

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When not used for regular purposes, buildings and grounds or portions thereof may be used for adult education, discussions, civic, social, recreation, entertainment, religious, and such other purposes that promote the welfare of the community, including use as registration and polling places for voters.

No person, group or organization has any vested rights to use town property; but the right to use the property for any lawful purpose is subject to approval by the Board of Selectmen.

Town Hall Use Policies

1. Requests for the use of the facilities will be made at the Recreation Office located in the Town Hall at least 14 days prior to the date of use.
2. Groups receiving permission are restricted to the dates and hours approved.
3. Groups are restricted to the area requested for use.
4. Recreation/Building equipment is not for use unless approved by the Recreation Department.
5. All activities must be under competent adult supervision approved by the Recreation Department. Children under the age of 18 must be supervised at all times!
6. The Farmington Recreation Department shall retain the right to cause the interruption of any performance in the interest of public safety, and to likewise cause the termination of such performance when, in the sole judgment of the Recreation Department, such and act is necessary in the interest of public safety.
7. The Recreation Department must approve any alterations to the facility, including hanging items on walls. Any approved alterations must be removed immediately following your event. Tacks, Tape, Glue, etc. are prohibited.
8. The requesting group shall be responsible for any and all damage to the Farmington Town Hall premises or extraordinary charges incurred by the Farmington Recreation Department caused by acts of the requesting group or their agents, employees, patrons, guests, and artists, whether accidental or otherwise. Damages incurred may be deducted from the security deposit.
   Damage should be reported to the Recreation Dept. within 24 hours.
9. The requesting group must agree to leave the Town Hall premises in the same condition as existed at the time the group took possession. This includes but is not limited to sweeping the auditorium and stage and removing all event-specific garbage from the building. Any equipment moved during the event should be returned to the proper location.
10. Ordinary wear and use is expected. In the event the Town Hall requires additional cleaning and/or repair due to the actions and/or neglect of the requesting group and additional fee will be charged for the said cleaning and/or repairs, this fee may be deducted from the security deposit.
11. During the winter months, a member of your group is required to shovel and put sand/salt on the stairs and entryways if necessary due to snow and/or ice.
12. No food or beverages are allowed in the balcony.
13. User groups requiring insurance must provide certificate of liability insurance coverage in the amount of one million dollars ($1,000,000).
14. No activities in violation of Federal, State, or Local laws, or of the Board of Health, requirements, shall be permitted on the Town Hall premises, and it shall be the responsibility of the requesting group while under the term and period of this agreement, to enforce this provision.
15. Alcohol and tobacco products are not permitted on Town Property.
16. The requesting group must comply with all fire/safety codes. Smoking, flammable decorations, open flames, pyrotechnics and explosives are prohibited.

_____ _____

Contact Persons Signature Date

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Name of Organization/Group:_____
Contact Person:_____ Phone:_____
Address:_____
E-mail_____

Facility Requested:
___ Recreation meeting room (lower level) . Recreation meeting room (upstairs)
___ Recreation Gym ____ Fernald Park
___ Other _____

Date(s) Requested:_____Time:_____

Reason for request, program/meeting description:_____
_____
_____

Number of people expected:_____ Open to the public: ____ yes ____ no

Type of Organization: ____ Farmington Non Profit ____ Farmington for Profit
____ Out of Town Non Profit ____ Out of Town for Profit
____ Other

A Certificate of Insurance may be required for your group depending on your organization and the type of event.
Does your organization have liability insurance? ____Yes ____ no
If yes, Please attach a copy for our records.

Facility use Agreement and Release/indemnification.

In consideration for being permitted to use the facilities of the Town of Farmington, I/We_____(hereinafter "Applicant") agrees to indemnify and hold harmless, The Town of Farmington, its officers, employees, and insurers from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of The Town of Farmington, its officers, or its employees or from any other cause whatsoever

The applicant has signed off on the Town Hall Use Policies and will report any damage and/or injuries within 24 hours. The Town of Farmington reserves the right to bill your organization for any unforeseen expenses or damages to our property.

_____ _____
Signature of Requesting Party Date

Approved: ___ yes ___ no Date notified:_____
If denied, reason: _____
Insurance Certificate Required: ___ yes ____ no

_____ _____
Recreation Official Signature Date

Account: $ ____ Paid: $____ Cash: ____ Check#:____ Initials: ____ Date: ____