



## Town of Newbury

P.O. Box 296

Newbury, New Hampshire 03255

VOICE/TDD 603-763-4940 \* FAX 603-763-5298

EMAIL [townadmin@newburynh.org](mailto:townadmin@newburynh.org)

### Municipal Facility Use Application

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Organization (if applicable)

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Name of Applicant/Authorized Representative of Organization

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Mailing Address

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Home Phone

Work/Cell Phone

Email Address

Requested Facility (check all that apply):

( ) Veteran's Hall (kitchen available)

( ) Town Office Large Meeting Room

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Date(s) & Times Requested

If multiple dates are requested is the storage of materials at this facility requested?

Yes / No

If yes, please describe:

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Est. Attending

# Residents

# Non-Residents

Please provide a brief description of the event:

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Will the kitchen be used at this event?  
(Veteran's Hall only)

Yes / No

If yes, \$100 refundable cleaning deposit required.

Will alcoholic beverages be present at this  
function?

Yes / No

If yes, Certificate of Insurance is required and permission  
must be granted by the Board of Selectmen.

Will professional caterer be used?  
(Veteran's Hall only)

Yes / No

If yes, copy of business license may be required.

Do you charge a fee? \*

Yes / No

\*Acceptance of admission, participation fee or donations not provided to a charitable organization.

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

Signature of Applicant &amp; On-Site Supervisor

Date

## Fee Schedule

### Newbury Community Building:

- Category 1: **No Charge**  
Newbury municipal/community functions; Organizations not charging or accepting admission, participation fee, donations not being provided to a charitable organization, or paying instructors through an organization to run a program AND are serving predominately Newbury residents. Use of kitchen excluded.
- Category 2: **\$50 per day+ \$100 Refundable Cleaning Deposit\***  
Same as Category 1, with use of the kitchen included.
- Category 3: **\$100 per day + \$100 Refundable Cleaning Deposit\***  
Residents – private function. Includes use of the kitchen.
- Category 4: **\$200 per day + \$100 Refundable Cleaning Deposit\***  
Non-Residents – private function. Includes use of the kitchen.

\* If paying by check, separate checks for the rental fee and refundable cleaning deposit are preferred. A single check may be used, but may result in a delay of the return of your refundable cleaning deposit, if warranted.

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

## ❧ Office Use Only ❧

☐ Approved    ☐ Denied

\_\_\_\_\_  
Signature of Town Administrator or assigned person

Special Conditions of Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1   2   3   4   5	\$	\$	=	\$
Fee Category	Rental Fee	Cleaning Deposit		Total Due

\_\_\_\_\_  
Date Rental Fee Paid

\_\_\_\_\_  
Method of Payment

Cleaning Deposit Returned      Yes / No\*

\_\_\_\_\_  
Date Cleaning Deposit Paid

\_\_\_\_\_  
Method of Payment

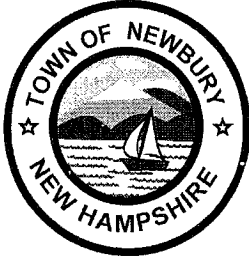
Date: \_\_\_\_\_

\*If not returned, date of written notification

\_\_\_\_\_  
Confirmation Date

Cc: ☐ Facility Inspector

☐ Other



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# Municipal Facility Use Policies & Procedures

The following facilities are available for use by the general public. Your application should specify the building and room you wish to use.

Facility Space	Maximum Occupancy*
Veteran's Hall (kitchen available)	80
Town Office Large Meeting Room	149
Town Office Small Meeting Room	62

\*Maximum Occupancy does not include table set-up. Use of tables will reduce the capacity of the room.

Use of municipal facilities must be scheduled through the Selectmen's Office (603-763-4940 or [townadmin@newburynh.org](mailto:townadmin@newburynh.org)). 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 Municipal Facility Use Application for the fee schedule. Payment must be submitted in advance of the actual event. The Newbury Board of Selectmen and their designees reserve the right to waive fees.

## II. Keys:

Keys to the building being rented will be furnished up to one business day in advance of the event. This does not imply authorization to enter the building before your scheduled day as the facilities are often reserved for use by other individuals. This is merely offered for your convenience. Do not enter the facility on a day other than your reserved day or days without prior authorization from the Selectmen's Office.

The renter is responsible for securing the entire 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. Please refer to the reminder checklist on last page of this document.

If another group using the building is still present when you leave you should lock all doors to the area of the building you were using, but leave the exterior entrances unlocked. The last group to leave the building is responsible for locking all exterior doors.

All keys must be returned within one business day of the event. Keys may be returned to the Selectmen's Office during regular office hours: Monday – Friday 8:00 am – 12:00 pm.

### **III. Alcoholic Beverages:**

Alcoholic beverages are allowed in the Veteran's Hall, if permission is granted by the Board of Selectmen for private functions ONLY. Alcoholic beverages are prohibited in all other municipal facilities. Renter is completely responsible for all conduct and activity inside the facility.

**Liability Insurance** for requirements. Any organization, charitable or otherwise, holding a one-day function will require application to the NH Liquor Commission. If a private caterer is hired, a liquor license issued by the State of New Hampshire Liquor Commission will be required, together with a Certificate of Liability and Waiver. To obtain a one-day liquor license contact the NH Liquor Commission at 603-271-3521.

### **IV. 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, or you may have a drippy mess on your way out of the building.

### **V. 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.

### **VI. Tables & Chairs:**

Tables and chairs located within the facility are for your use. All moving of furniture must be done with care to avoid damaging the floors. See section VIII. Damages for details.

### **VII. Kitchen:**

Kitchen facilities are available at the Veteran's Hall ONLY. All appliances are available for renter's use.

All signing and submitting their application, acknowledge and accept responsibility for operating instructions and safety procedures for all kitchen equipment

Events utilizing the kitchen at the Veteran's Hall are required to provide a \$100 refundable cleaning deposit.

There is china, flatware and glasses available for your use. The kitchen also has a limited number of large mixing bowls, stock pots, and other food preparation utensils. All dinnerware, cooking and preparation items are the property of the Town of Newbury and must not be removed from the premises without prior permission.

All foodstuffs must be removed following the event. Any foodstuffs remaining in the building may be discarded.

**VIII. 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 municipal property for future functions and/or legal redress.

**IX. Heat:**

During the winter months, adjustable thermostats should be set at a maximum of 70 degrees. The thermostat must be turned down to 65 degrees before leaving the building.

**X. Liability Insurance:**

The Town of Newbury reserves the right to require liability insurance for any event held in a municipal building. A certificate of liability insurance, when required, must be obtained in the amount of \$1,000,000 each occurrence, with the "Town of Newbury" named as additional insured, and *must not exclude* liquor liability. For events at which alcohol is served a Waiver of Liability must also be provided.

**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, ceilings or wainscoting, 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 or woodwork.
- No candles are allowed, except celebratory cake or ceremonial candles.
- No smoking. Smoking is prohibited in all municipal buildings, per Revised State Statutes Annotated, Chapter 155:64-77.
- Music may be played only at levels that do not disturb the neighbors.
- The renter is completely responsible for the behavior of and damage caused by anyone attending the function.
- Newbury Safety Agencies reserve the right to monitor the use of all municipal facilities during any event under circumstances, which may appear to be unusual, rowdy or excessively noisy, at the cost of the renter.
- The Town Administrator is authorized by the Newbury Board of Selectmen to implement and monitor these rules. In the event that the Town Administrator is unavailable or unable to implement and monitor these rules the Newbury Board of Selectmen, or their designee, shall assume that responsibility.
- The Newbury Board of Selectmen, Town Administrator or their designee is entitled to grant a waiver for any of the above rules on an individual basis.

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

Adopted August 27, 2012  
Newbury Board of Selectmen

## Applicant's Checklist

Please check off items as completed. Have you remembered to...

- ☐ wash, rinse and sanitize dishes & kitchen utensils used?
- ☐ drain and manually shut off the dishwasher?
- ☐ turn off stove hood and air fan?
- ☐ turn off all appliances, including the coffee maker, ovens and stove burners?
- ☐ sweep, vacuum and/or mop floors as appropriate?
- ☐ clean the bathrooms and kitchen (where applicable)?
- ☐ remove your trash?
- ☐ return chairs and tables to their rightful places?
- ☐ turn down the heat to 65 degrees?
- ☐ turn off the lights?
- ☐ take all leftover foodstuffs with you?
- ☐ leave the space as you found it?
- ☐ return the key to the building to the Selectmen's Office?

Please remember that others use this space and it may be scheduled for use again on the day following your event. There is no allowance made for you to return at a later time to clean up or remove items left behind. Please take all of your trash, foodstuffs, and other belongings with you at the conclusion of your event. Your consideration of others is appreciated. Items left behind may be discarded or taken to "Lost & Found" at the town offices.

Date of event: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

This form will be used as part of the evaluation for the return of any cleaning deposit.



## Town of Newbury

Office of the Town Administrator

937 Route 103, P.O. Box 296

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### Release and Waiver of Liability and Indemnity Agreement

IN CONSIDERATION of the permission granted to the below named individual to rent a municipal building for a function, I/we SHALL RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the Town of Newbury, their agents and employees from all liability for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in the death of the person or any persons attending said function, whether caused by the negligence of the Town of Newbury, its agents and employees or otherwise while the named person and persons attending said function while they occupy the municipal building.

I/we further agree to indemnify the Town of Newbury, their agents and employees from any and all liability, loss or damage including but not limited to bodily injury, illness, death or property damage which the Town of Newbury, their agents and employees become legally obligated to pay including reasonable attorney's fees and costs, as a result of claims, demands, costs or judgments, against the Town of Newbury, their agents and employees on account of injury to the person or property or resulting in the death of the person or persons attending said function whether or not caused by the negligence of the Town of Newbury, their agents or employees and whether or not such liability is sole, joint or several.

I/we, the undersigned, have read this release and understand all its terms. I/we execute it voluntarily and with full knowledge of its significance. I/we have executed this release on this date indicated next to my/our names.

As concerns the use of municipal facilities by non-municipal organizations or individuals in Newbury, New Hampshire:

The undersigned agrees to indemnify and hold harmless the Town of Newbury and its employees from any and all loss, cost (including attorney's fees), damages, expense and liability in connection with claims for property damage, bodily injury or death of any person which may arise out of the use of the subject facility.

Municipal Facility to be used:

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Name of Organization, if applicable:

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Name of Officer of Organization & Title  
or Name of Individual

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Signature

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Date

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