

## **RENTAL POLICY CHESTERFIELD TOWN HALL**

### **Rental Fees:**

Resident \$100.00 & Non-Resident: \$200.00 per day to be paid one week in advance of rental. (Non-resident rental can be done only under the direct authorization of the Board of Selectmen).

### **Security Deposit:**

\$100.00 deposit to be paid at least one (1) week in advance of rental along with the rental fee. (Please pay with a separate check for the deposit). The deposit is refundable, unless rental regulations are not complied with, and upon inspection of the facility.

**Non-Profit Organizations:** The first three rentals by any one residential non-profit organization are free of any rental fee (security deposit still required, Asbury United Methodist Church exempted from security deposit). After three rentals in any calendar year the rental fee is \$10.00 per day to be paid one week in advance of rental. When back to back days are rented by one non-profit, one of the days will be charged at the full resident/non-resident rate, including security deposit fee. *Chesterfield School, the Lions Club, Chesterfield Senior Meals, Friends of the Library, Friends of Chesterfield School, 4-H meetings, American Legion and scout troops are exempt from rental fees, security deposits and certificates of liability insurance, but will be billed for any damages or cleaning costs.*

**Political Parties** recognized by the NH Secretary of State allowed one free rental of the Town Hall in a calendar year.

The Chesterfield Town Hall can be rented seven (7) days a week, from 9:00 a.m. to 11:30 p.m. Rental is restricted to the interior structure of the Town Hall, not to include any exterior area or the grounds. Certificate of liability insurance with Town of Chesterfield named as additional insured by endorsement is required for the rental of the facility. If alcoholic beverages are served, they will be contained within the building and not taken on the surrounding grounds. The sale of alcohol is prohibited.

A key may be obtained at the Chesterfield Town Office and dropped off there after the rental. Please return keys as quickly as possible. Security Deposits will not be released until return of the key. Cleaning costs shall be billed at \$25 per hour, 1 hour minimum.

### **MINIMUM REGULATIONS FOR RENTAL OF THE TOWN HALL**

Any individual or organization receiving permission to use the Town Hall is expected to comply with the following regulations as a condition of use. Your signature on the application indicates your understanding of these procedures and your willingness to comply therewith:

1. Doors -
  - A. Lock all doors before leaving.
  - B. Close the door from the rest room hallway to the back of the stage.
2. Close and lock all windows.
3. Lights - All indoor and outside lights must be off when you leave.
4. Turn the thermostat in the big hall down to 55 degrees when not in use. The thermostat in the annex is to be turned down to 60 degrees.
5. Assure that the kitchen sink is completely drained.

6. Avoid dragging tables and chairs, because of floor damage. Clean the floors with water and vinegar only.
7. Town Hall telephone is for use in the event of an emergency ONLY. There is no access for long distance calls.
8. Clear the area of all refuse. A dumpster is located at the rear of the building. Recycle if you can.
9. Nothing is to be tacked/nailed/taped/stapled to the walls or curtains. Special care should be given to the lights; do not decorate or place paper or streamers within their immediate proximity.
10. Clean the area and return the facility to its original order.
11. There are 18 folding tables and 130 folding chairs and 4 card tables.
12. All equipment/supplies used by the renters must be removed from the premises.
13. No banner or signs to be attached to the building. Any exterior signs must comply with sign ordinance in the town's Zoning Ordinance (Section 401).
14. User is responsible for spoilage of all perishables that might occur during the rental period.
15. Absolutely nothing should be left in the refrigerator upon completion of rental.
16. The chair rack MUST remain in the main hall of the building AT ALL TIMES.
17. Fire Safety:
  - Decorations, furnishings and scenery:
    - Fabrics and films used for decorating purposes, all draperies and curtains and similar furnishings shall meet the minimum standards for flame spread and smoke contribution.
  - Exposed foamed plastic materials and unprotected materials containing foamed plastic used for decorative purposes or stage scenery shall have a heat release rate of 100 kW in accordance with UL 1975 testing.
  - ALL decorations (crepe paper, streamers, etc.) MUST comply with all fire safety regulations as adopted by the Town and published in NFPA 101-2000.
  - If in doubt whether to use an item or not, contact the Code Enforcement Officer or the Fire Chief.

Individuals or individuals representing organizations are asked to sign a rental agreement to signify their understanding of these regulations. Non-compliance may jeopardize future rentals.

Effective: March 30, 2016

Chesterfield Board of Selectmen

---

Jon McKeon

---

Brad Roscoe

---

Norman VanCor

