

RWB COMMUNITY & HANOVER PARKS AND RECREATION FACILITIES

Approved by Selectmen 5/1/2006

The Department may allow groups to use recreational facilities for the purpose of running programs, camps, etc. as long as those activities have insurance coverage which adheres to town policy. Those using the Recreation Department facilities will be assessed a rental fee. The HP&R Director has final authority on determining the rental fees and use of center resources.

A. PHILOSOPHY & PRIORITY

1. Richard W. Black Community and Senior Center building (the Center) and grounds serve as a community facility to be used primarily for Town of Hanover sponsored recreation/senior programs. The Center and its grounds are also available for general community use for such functions as meetings or special events sponsored by private, for-profit or non-profit groups when not in conflict with the primary uses of the facility. Additionally, Hanover's parks and other recreation facilities are available for similarly prioritized use.
2. Priority for use of the Center or other Hanover recreation facilities will follow the order listed below. Any long-term space reservations shall be considered but not assured.
 - a. Hanover Recreation and Senior activities
 - b. Any department or agency of the Town of Hanover
 - c. Non-profit educational, cultural or civic organizations, associations or corporations serving the Hanover area
 - d. Other organizations at the discretion of the Recreation Director.
3. Application of use will be accepted a maximum of 6 months prior to the date requested.
4. No reservations will be held or booked until the application form is filled out and approved by the Facility Manager.
5. Future reservations will not be accepted if outstanding balances are due.
6. Center shall not be used to run programs that sell items for profit unless authorized by the Town Manager. Fundraising events may be allowed with approval from HP&R Director.
7. Permission for groups composed of minors (under 21 years of age) to use the Center will be granted only to adults who accept responsibility for supervising them throughout their activity.
8. The Recreation Director or his designee reserves the right to cancel or suspend, at his/her discretion, any activity which disregards the Center's rules and regulations and/or eject any participant engaging in disruptive, destructive, unruly, or illegal behavior/conduct.
9. This applies to casual everyday use as well as when space is reserved for a specific program. The expectation of formal and casual users alike is that this community resource be respected and should be left the way the user finds it.



Parks & Recreation Department

48 Lebanon Street
Hanover, NH 03755

Phone: (603) 643-5315
Email: parksandrec@hanovernh.org

B. BIRTHDAY PARTIES When reserving a date for a birthday party a 50% deposit is requested to confirm that date. This deposit is refundable up to 10 business days (Monday-Friday) prior to the reserved date. Cancellation after that time will result in forfeiture of the 50% deposit.

C. ZERO TOLERANCE AT RWB COMMUNITY CENTER As per town policy, use of alcohol, drugs, steroids or other illegal substances is forbidden. Use of such will result in immediate suspension of violator(s). (October 1988) Anyone suspected of drinking, using drugs or exhibiting behavior considered inappropriate by staff or HP&R representatives and comes to the RWBC will be asked to leave immediately. A penalty or suspension may be applied. In addition, as noted by town of Hanover policy, smoking is prohibited in all town buildings, enclosed places of public access and publicly owned offices.

INSURANCE: Depending upon the nature of the proposed use and as a precondition of using the Center or any other Town of Hanover recreation facilities for such purpose, the Town of Hanover may require that the user shall name the Town as an additional insured on its liability insurance policy or policies and provide the Town with certificates of such insurance. Required coverage amounts shall be a minimum of \$2,000,000 per occurrence. However, if the organization is waived by the Town Manager, then such insurance shall not be required. Waiver forms or certificates of liability binders **MUST** be completed and on file with the Recreation Department before using the facility. All fees must be paid at this time.