



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

**P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855
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RULES AND REGULATIONS FOR THE USE OF TOWN FACILITIES

POLICY:

It is the policy of the Town of Brookline that when not in use for town purposes, certain town buildings and grounds or portions thereof, may be used for education, discussion, religious, civic, social, recreation, entertainment, and such other purposes that promote the welfare of the community. The facilities shall be available on an equitable basis, regardless of the beliefs or affiliations of individuals or organizations requesting their use.

While no person, group, or organization has a vested right to use town property, the right to use the property for any lawful purpose may be granted and will be subject to the rules and regulations listed here and may be subject to rental fees.

SCHEDULING:

Town facilities will be available for use generally 7 days a week when scheduling permits. Town board meetings, training and other regularly scheduled town or library events will take precedence over private organization use. The facilities shall be available on a first-come first-served basis.

FEE CATEGORIES AND REQUIREMENTS

	Capacity	Fee (private use)	Fee (nonprofit organization)	Return form to and arrange entry	Comments
Town Hall Meeting Room	29	\$25.00	No fee	Rena Duncklee 673-8855, Ext. 214 (key 8 AM-2 PM)	Parking restrictions near fire station
Upper Town Hall	160	\$50.00	No fee	Rena Duncklee 673-8855, Ext. 214 (key)	Parking restrictions near fire station If more than 160 people are expected in the auditorium, it is necessary to contact the Fire Chief
Fire Station Meeting Room	80	\$25.00	No fee	Scott Knowles 672-8531	Emergency facility. Parking restrictions. Adult groups or approved adult/child ratio only. Kitchen use by special permission.
Library Meeting Room	20	No fee	No fee per Library rules	Jodi Tochko 673-3330 (key)	May charge fee for use of kitchen or other equipment
Safety Complex Meeting Room	40	\$25.00	No fee	Wes Whittier 672-6216	Emergency facility—Not yet available for outside use. Adult groups or approved adult/child ratio only.
Annex Meeting	25	\$25.00	No fee	Scott Knowles 672-8531	Not yet available for use

Brusch Hall Upstairs	38	\$25.00	No fee	Rena Duncklee 673-8855, Ext. 214 (key 8 AM-2 PM)	
Brusch Hall Downstairs	39	\$25.00	No fee	Rena Duncklee 673-8855, Ext. 214 (key 8 AM-2 PM)	No children under the age of 6
Brookline Chapel	160	\$150.00	No fee	Rena Duncklee 673-8855, Ext. 214 (key 8 AM-2 PM)	Cost includes rental for 3 hour event

REGULATIONS GOVERNING THE USE OF FACILITIES

1. All applications must be made in writing to the town and directed to the person listed above. (See attached application.)
2. The user shall provide any necessary police and fire protection as per town ordinances, or as required by the town.
3. Only such facilities as have been recorded on the application shall be made available to the user.
4. Arrangements must be made in advance if preparations are to be made earlier than the day of event.
5. Decorations must be of fireproof nature as required by law. No decorations shall be attached to the walls, ceilings or stage draperies in any manner whatsoever, except by special permission of the town.
6. There shall be no refreshments sold or consumed on the premises except in area designated by the town.
7. The user and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and hours agreed on the application. In the event that property loss or damage is incurred during such use or occupancy of town facilities, the amount of damage shall be decided by the town through its Board of Selectmen and a bill for damages will be presented to the group using or occupying the facilities during the time loss or damage was sustained. This also includes cleaning charges if facility is not cleaned after use.
8. The organization/event Sponsor maintains Commercial General Liability Coverage of at least \$2 Million per occurrence and a certificate of Insurance endorsed to name the Town of Brookline as an Additional Insured will be provided before any use of the facility.
9. The organization will agree to indemnify and hold harmless the Town of Brookline, its boards, officers, and employees to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to reasonable attorney's fees and legal costs arising out of the use of these rental premises by its members, officers, agents, representative, contractors, customers, guests, and invitees.
10. The user agrees to provide adequate adult supervision at all times during the use of the facilities.
11. A Checklist will be completed upon leaving the building and signed by the person responsible during the event.
12. Heat will be turned down and lights turned off before leaving.

13. Trash/garbage will be bagged and removed by the user at the conclusion of the event. Under no circumstances will it be allowed to remain overnight.
14. "No Smoking" allowed inside any of the facilities.
15. No alcoholic beverages are to be served on town property
16. All equipment brought onto the premises will be removed at the conclusion of the event. Under no circumstances will it be allowed to remain overnight.
17. If a key is given for admission into the building every effort will be made to pick it up during regular office hours. The key will be returned the next working day.
18. Use of the Fire Station Meeting Room or Safety Complex Meeting Room is restricted due to use as an emergency facility. Restricted to adult/teen groups or to groups with appropriate adult/child ratios only. This determination will be made by the town and will depend on the group size and proposed activity.
19. Parking at the Town Hall and Fire Station is limited. In the event a large group will be attending either building, the user is responsible for advising participants of the parking regulation and notifying the police and fire departments of the event. In the case of a large event, the organization/event organizer will need to provide a police detail if it is determined necessary.
20. The town reserves the right to deny any individual or organization use of the facilities if the organization fails to adhere to the above rules and/or results in loss or damage of the facility or any equipment used while the facility is being used.