



TOWN OF SANDOWN PARKS AND RECREATION

EDWARD C. GARVEY FACILITY

25 PHEASANT RUN DRIVE, SANDOWN, NH

RESERVATION AND USE POLICY

MISSION STATEMENT

The Town of Sandown Parks & Recreation Department is dedicated to providing quality recreation facilities, programs, and services to enhance the quality of life for the residents of Sandown.

STATEMENT OF PURPOSE

The purpose of the Sandown Parks & Recreation Department Field/Facility Reservation and Use Policy is to provide local facilities for the use and enjoyment of the residents of Sandown. It is the goal of the Sandown Parks and Recreation Department to make these amenities available for use by organizations, individuals, and for non-profit recreational purposes when not in use by the Parks and Recreation Department.

RESERVATION PROCEDURES

Parties interested in utilizing a Parks and Recreation facility must complete a Field/Facility Reservation Request Form available at the Parks and Recreation office or the town website www.sandown.us. Requests will be classified and handled on an availability basis.

DEPOSIT

A \$250 security deposit is required (check or money order only). This will be held until the event is over and facility has been inspected by an authorized representative and found to be in acceptable condition. The deposit check will be returned or destroyed within 7 days provided all regulations were followed and no additional charges were incurred.

HOURS OF OPERATION

All events must end by midnight of the day the event is held.

FEES

Payment of all rental fees (check or money order only) and deposits must be made with the rental application. The Sandown Recreation Commission reserves the right to waive any fees. Rentals are for a minimum of 4 hours. Additional hours of use will be rented at an hourly rate of \$20 per hour.

	1	2	3	4	5	6	7
Facility	Sandown Parks and Recreation	Sandown Community Organizations (65% Res)	Sandown Residents	Sandown Town Government	Other Non-Profit	Sandown Business (for profit)	Other Non-Sandown
	4 Hr/8 Hr	4 Hr/8 Hr	4 Hr/8 Hr	4 Hr/8 Hr	4 Hr/8 Hr	4 Hr/8 Hr	4 Hr/8 Hr
Hall	N/A	N/A	\$100/\$150	N/A	\$100/\$150	\$150/\$200	\$250/\$300
Kitchen	N/A	N/A	\$50	N/A	\$50	\$50	\$150
Hall & Kitchen	N/A	N/A	\$150/\$200	N/A	\$150/\$200	\$200/\$250	\$300/\$350
Field	N/A	N/A	\$25	N/A	\$25	\$250	\$350
Hall, Kitchen & Field	N/A	N/A	\$175/\$225	N/A	\$175/\$225	\$450/\$500	\$650/\$700

CANCELLATION POLICY

- A full refund will be given if the Parks and Recreation Department receives a minimum 14 day cancellation notice prior to the event.
- A 50 percent refund will be returned if the event is cancelled with a 7 to 13 day notice.
- No refund if the event is cancelled with less than 7 days notice.
- The Parks and Recreation Department reserves the right to cancel a function at anytime, even when in progress, should you, or any of your guests, violate the terms of this agreement.
- The Parks and Recreation Department reserves the right to cancel or reschedule any event without notice due to unforeseen emergencies. If the event cannot be rescheduled a full refund will be given.

CLEANING FEES

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. The Recreation Commission reserves the right to grant a delay for cleaning. The following additional minimum fee of \$100 will be assessed for additional cleaning that is required due to the failure of the reserving party to thoroughly police and clean areas after use.

MISCELLANEOUS FEES

Additional fees not listed may be charged to you for your facility or field usage. Any additional fees billed to the reserving organization that are unpaid may result in legal actions to collect fees and may disqualify the reserving organization from any future facility reservations.

CERTIFICATE OF INSURANCE

The Town of Sandown reserves the right to require liability insurance for any event held at the Recreation Facility. A certificate of liability insurance, when required, must be obtained in the amount of \$1,000,000 for each occurrence, with the Town of Sandown named as an additional insured and must not exclude liquor liability. For events at which alcohol is present a Waiver of Liability must also be provided. The certificate of liability insurance can be obtained from your own insurance company or you can contact EBI (Entertainment Brokers International) and obtain the liability insurance through their TULIP (Tenant Users Liability Insurance Policy) program. Please go to <http://www.nhlgc.org/LGCWebSite/PDFDocuments/Programs/TulipProgram.pdf> if you are interested in purchasing insurance through the TULIP program.

DAMAGE, ACCIDENTS, OR INJURIES

- All damage, accidents or injuries, including vandalism and theft, must be reported to Parks and Recreation Department within 24 hours.
- The renter is responsible for all damages no matter how minor. The Parks and Recreation Department reserves the right to obtain a quote for repair of damages and to bill the renter accordingly.
- The Town of Sandown and/or the Parks and Recreation Department is not responsible for personal property/money or for the safety of any property brought onto the premises.

CLOSED FOR MAINTENANCE

On occasion, a field or indoor facility will be closed for maintenance. Use of a particular sports field or indoor facility during this time will be posted as off limits.

ALCOHOLIC BEVERAGES

Alcoholic beverages are NOT allowed in the facility except when adherences to the following town requirements are followed.

- A paid Police Detail must be arranged by completing a Police Detail Request Form at least two weeks prior to the event. The form is available at the Recreation Office or the Town Hall (See POLICE DETAIL section).
- The renter must provide a certificate of liability insurance. Please see CERTIFICATE OF INSURANCE section for further details.

POLICE DETAIL

A paid police detail may be required in accordance with RSA 105:9.

The police department will assess and determine if a police detail is required. The applicant may be required to complete a **Police Detail Request Form** available from the police department or town hall. If a police detail is required, all associated fees must be paid by the renter two (2) weeks prior to the event. NO schedule will be set or confirmed until the Police Detail section of the application is completed.

FACILITY USAGE

- No Smoking is allowed anywhere inside the building per RSA 155:64-77. Smoking is allowed in designated outdoor areas only.
- Trash is the responsibility of the renter and must be placed in the dumpster provided.
- The facility shall be left in a clean and orderly condition.
- Groups using the facility are responsible for setup. Chairs, tables, etc. shall be returned to their original placement.
- Use of Parks and Recreation equipment is not allowed without permission.
- Occupancy is limited by fire code to 200 persons.
- Tacks, pins, nails, staples, glue, duct tape or similar items are not allowed.
- Any and all decorations including, but not limited to, balloons, streamers, flags, and banners, etc., must be removed at the conclusion of the event.
- No open flames are allowed except celebratory or ceremonial candles.

KEY ACCESS AND SECURITY SYSTEM

- The Parks and Recreation Department utilizes both security and card-access systems for this facility.
- It is the responsibility of the renter to contact and meet with the Parks and Recreation Department to pick up their access card and to receive instruction on its use two weeks prior to the date of the rental.
- The access card will be returned immediately following the event to the Parks and Recreation Department. Failure to do so will trigger an automatic \$15 reduction in the return of the \$250 security deposit.

PARKING

Please do not block any entries, exits, or gates. Do not park on the roadway in such a manner as to prevent emergency vehicle access.

