



# TOWN OF PETERBOROUGH RECREATION DEPARTMENT

64 Union Street • Peterborough, NH 03458-1056  
[www.townofpeterborough.com](http://www.townofpeterborough.com) • [www.peterboroughrec.com](http://www.peterboroughrec.com)  
[iking@peterboroughnh.gov](mailto:iking@peterboroughnh.gov)  
603-924-8080 • FAX 603-924-8081



Rodney A. Bartlett  
Town Administrator

Jeffrey M. King, CPRP  
Recreation Director

## RECREATION FACILITY PERMIT APPLICATION

**Date of Application:** \_\_\_\_\_

Application to be submitted at least one week in advance of your activity in order to be reviewed by the Recreation Director and returned to you. Please see reverse for Rules & Regulations and Additional Comments.

The undersigned makes application on behalf of: \_\_\_\_\_  
(organization name)

for the use of: **(check desired facility)**

- Adams Playground North
  - Basketball court
  - Tennis court 1
  - Tennis court 2
  - Tennis court 3
  - Tennis court 4
  - Volleyball court
  - Pavillion, large (by pool)
  - Gazebo, small (by parking lot)
  - Arts & Crafts Building
  - Tennis bang board 1
  - Tennis bang board 2

- Adams Playground South
  - Bishop Field
  - Picard Field
  - Ecco Field
  - Skate Park
- Jutras Recreation Building Meeting Room
- Cunningham Pond
- Peterborough Community Center
  - Gymnasium
  - Kitchen
  - Dining Room
  - Conference Room
  - Exercise Room

**Date(s)** \_\_\_\_\_

**Time(s)** \_\_\_\_\_

**Activity (please describe):**

\_\_\_\_\_

**Number of Attendees** \_\_\_\_\_ **Fees to be charged (if any)** \_\_\_\_\_

**Proceeds from admission charged will be devoted to:** \_\_\_\_\_

It is expressly understood and agreed that the regulations of the Recreation Department are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to, or loss of, Town property in consequence of such use of the accommodations described above, and engages to make the same good without any expense to the Town. I understand and agree by applying for this permit that I am responsible for the conduct of the attendees. I certify that on behalf of the applicant or organization, I am also authorized to commit that organization, and thereof agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the Town of Peterborough. The undersigned also further agrees to pay promptly such charges as may be made for the accommodations requested. I also understand that acceptance of application should in no way be construed as a final approval/confirmation of this request.

**Applicant (please print):** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### For Office Use Only

**Date application received:** \_\_\_\_\_

**Date of approval:** \_\_\_\_\_

**Application approved by:** \_\_\_\_\_

**Fee Required:** \_\_\_\_\_ **Police Required:** Yes No

**Recreation Department Copy**

**Applicant Copy**

Member of





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## **Information, Fact Sheet, Policies & Procedures for use of the Peterborough Community Center**

The Peterborough Recreation Department (PRD) office is located at 64 Union Street, Peterborough, NH 03458-1056. Phone 603-924-8080.

### **General Information about the Peterborough Community Center (PCC)**

1. **The PCC, located at 25 Elm Street, Peterborough, NH**, is owned by the Town of Peterborough (TOP) and is operated by the PRD.
2. The PRD is responsible for all scheduling for the use of the PCC. All scheduling will be on a first come, first served basis with PRD sponsored activities and events taking precedence over all other requests for usage. All arrangements for use must be accompanied by a facilities use permit, and must be made in advance through the PRD.
3. **There is no telephone on premises at the PCC and the building is not hard-wired to the Fire Department. Someone in the user group must have a cell phone available for emergency use. If you need emergency assistance you must initiate the 911 call.**
4. The light switches for the gym are at the north (far) end of the room by the doors leading to the food pantry corridor.

### **Rental & Usage Policies**

- 1) All groups are required to fill out a Recreation Facility Permit Application. Most activities will require a certificate of insurance naming the TOP as an additional insured. Coverage should include property damage and liability in the amount of \$1 million and must be provided in writing before use of the facility can be approved. Please inquire if your usage will require a certificate of insurance. Depending on your rental purposes, a liability waiver signed by each event attendee (or their adult guardian) may be substituted for a certificate of insurance. The PRD reserves the right to make this determination.
- 2) The use period is not to extend that time frame authorized by the permit. If you would like to set up the night before your event, you must rent the facility or its availability cannot be guaranteed.
- 3) Parking is restricted to designated parking areas only (paved areas by the southern and western sides on the building). No vehicles are allowed on Elm Street. All emergency entrances are to be kept free & clear.
- 4) All areas should be inspected before use, making sure that the area is free from hazards and in working order. If a hazard exists the user should either: (1) make an effort to alleviate the hazard, (2) block off the area to prevent use, or (3) not use the area. In any event, the hazard must be reported to the PRD as soon as possible, as well as information on what action, if any, was taken.
- 5) All injuries, incidents, or damage including vandalism and theft, must be reported to the PRD within 24 hours. A first aid kit and AED can be found on the wall in the Exercise Room (near the rest rooms).
- 6) No person, organization, or group shall bring alcoholic beverages or drink alcoholic beverages at any time at the PCC without prior authorization from the Director of Recreation AND the Peterborough Town Administrator per Town Codebook Chapter §132-4.
- 7) Smoking is not permitted in any portion of the PCC or outside on PRD property per Town Codebook Chapter §166-3.
- 8) This facility is open to the public, and others may be in the building at the same time as your group's event. Because of this, please make sure that everyone in your group refrains from using any offensive behavior and/or language while on the grounds of the PCC.
- 9) If accidental damage to the property occurs while you are using the facility, it must be reported to the PRD no later than the next business day.

10) The facility must be left in the same or better condition than when you found it. You are responsible for clean-up and removal of all rubbish accumulated during your function. The PCC is a Carry In/Carry Out facility. All food items must be removed after your event.

11) Paper products are not provided for your use. Those on the premises are for PRD programs only.

12) The user shall properly clean and sanitize all usage areas after use. Check for lost and found items before leaving. Do not leave any materials or equipment out. Borrowed equipment, the use of which must be approved by the Recreation Director prior to the event, should be returned to its original location after use. Equipment cannot be removed from the facility without prior written approval.

13) The TOP may require a group to hire one or more police officers or a custodian for the event. If this is required, the Recreation Director will inform the applicant at the time of the application. Payment for these services is in addition to the fee schedule.

14) Contact person is responsible for the observance of county and state fire and safety regulations at all time. This facility is authorized for a capacity of 300 persons.

15) The Town Administrator, Recreation Director (or his/her designee) may cancel the scheduled event without liability when, in their judgment, cancellation is necessary due to inclement weather or any other safety related reason.

16) **The person in charge of this event/activity is fully responsible for making sure that all regulations are followed. This person is financially responsible for damages that occur as a direct result of that event/activity, as well as being directly responsible for the proper supervision and actions of the participants, and for a satisfactory clean-up and lock up of the facility.** Any activity in violation of these regulations, town ordinances, or NH State Law, is prohibited, and will result in forfeiture of existing permits and denial of future use for the designated user, group and organization.

17) The person in charge of this event/activity agrees to meet with PRD staff for a "pre-rental walk-through" tour of the facility.

18) All user groups are responsible for their own set-up.

19) **Tables and chairs must be cleaned after use and prior to being properly stored. All tables and chairs must be returned to their original locations. I understand how to properly fold tables.**

20) The PRD reserves the right to cancel or deny use of the facility to anyone, at any time at its discretion. All deposits and fees will be returned if this occurs.

21) A cancellation fee equal to 50% of the rental fee will be assessed to the user group if cancellation occurs less than one week prior to the event.

22) Open flames are not permitted in the PCC. This includes wax candles, oil burning candles, incense, aromatherapy burners; with the exception of birthday cake candles, which must be under direct parent/adult supervision.

23) **Keys must be returned to the PRD within twelve hours of the event.**

24) Kitchen Rentals: A preliminary walk-through and instructional session will be required within 48 – 72 hours of your event. A final walk-through inspection must be scheduled with a PRD staff member within 24 business hours after the conclusion of your event.

25) Prior approval is required for every use of the deep fryer. The deep fryer may only be used by trained PRD staff or approved professional users, such as chefs or caterers.

All programs and facilities of the Peterborough Recreation Department are open to all citizens regardless of age, sex, sexual orientation, race, creed, color, marital status, familial status, physical or mental disability or national origin.

### **Rental Procedures**

- 1) Applicant must submit Recreation Facility Permit Application at least two weeks prior to event. Every effort will be made to process the request within three business days.
- 2) Once your request has been approved, you will receive notification via phone or email. Upon notification of approval, you must pay all associated fees within 48 hours.
- 3) Depending on the type of event, police coverage may be necessary. It is your responsibility to contact the Peterborough Police Department (603-924-8050) in order to verify if a police officer must be present and to schedule a special police detail for your function. It will be your responsibility to pay all detail fees in addition to the rental fees.
- 4) **A 50% deposit is required to confirm your reservation. The balance is due prior to your event.**

**FEE SCHEDULE**  
**Effective 11/27/2015**

Non-Commercial Users:

Kitchen: \$35 for rentals up to four hours  
Dining Room: \$35 for rentals up to four hours  
Gym: \$35/hour  
Conference Room (no food allowed): \$10/hour

Special Packages:

Birthday Party Special: Gym + Dining Room:  
\$90/ two hours  
Gym, Dining Room & Kitchen:  
\$125/ two hours (\$15 discount)  
\$150/ three hours (\$25 discount)  
\$175/ four hours (\$35 discount)

Commercial Users:

\$35/hour per room

Minimum rental time is one hour.

Custodial Fees of \$30 per hour may apply based on group size, usage, and condition upon completion.

**Security Deposit of \$250 may be required. A separate check can be made out to: "Town of Peterborough." The check will be returned when the key is returned, if there are no issues.**

**A cancellation fee may be assessed for cancellations made within one week of the scheduled reservation.**

I have read and understand the regulations stipulated on this form and agree to abide by said regulations as set forth by the Town of Peterborough. I understand that the policies are strictly enforced and failure to comply with the policies and procedures may result in the Town retaining the security deposit. This agreement may not be assigned or transferred. I understand and agree by applying for the use of the Peterborough Community Center that I am responsible for the conduct of the attendees. I certify that on behalf of the applicant or organization, I am also authorized to commit that organization, and thereof agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the Town of Peterborough.

In consideration of being permitted to rent/use the facility known as the Peterborough Community Center, I hereby for myself, my heirs, executors, administrators and all those participating in this event, waive and release all rights and claims against the Town of Peterborough, its officers, agents, employees, volunteers, supervisors, representatives, and assignees, except in the case of their sole negligence, from all losses, injury, damages, fees, and other expenses arising out of or in connection with the use of the Peterborough Community Center. I also understand that acceptance of application should in no way be construed as a final approval/confirmation of this request.

Preliminary walk-through is scheduled for \_\_\_\_\_

Final walk-through is scheduled for \_\_\_\_\_

**Keys loaned to us for this event are:** \_\_\_\_\_

**All keys will be returned to the PRD within twelve hours of the conclusion of this event.**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Responsible/Insured Party*

Rental Approval: \_\_\_\_\_ Date: \_\_\_\_\_