

Dublin Community Center

1123 Main Street / PO Box 249

Dublin, NH 03444

Phone: 603-563-8080 Email: info@dublincommunitycenter.org

Facility Rental Agreement

Read, complete and sign the form below. Return with rental fee ASAP. Agreement may be returned in person during open hours (usually Mondays and Wednesdays), or mailed to the PO Box above. Do not mail to the street address. Electronic copies may be returned to the email address above, with special arrangements made to pay fee.

Date(s) of Rental : _____ Type of Activity : _____

I would like to rent the Community Center from : _____ AM/PM to _____ AM/PM

(Note: this is the time you enter the building to the time you leave.)

Estimated Time : _____ List Recurring Meeting Dates, if applicable : _____

Room Requested: _____ # People Expected: _____ Hourly Fee: _____

Check space(s) you wish to rent. Hourly rates listed.

*Discounted rates for nonprofits or multiple (repeated) events.

____ North Room or South Room	\$50/\$35*
____ North Room or South Room/Kitchen	\$65/\$45*
____ Classroom or Classroom	\$25/\$15*
____ Full Building	\$100/\$75*

Applicant Information:

Contact: _____ Phone Number: _____

Address: _____ City/Zip: _____

E-Mail: _____

Rental Fee: _____ Paid in Full: _____ Cash/Check: _____

Comments: _____

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POLICIES AND PROCEDURES

- Rental date(s) and time(s) must be negotiated prior to completing Room Rental Agreement.
- The Room Rental Agreement must be completed in advance and accompany signed policies and procedures form before reservation will be secured.
- Rental times, number of guests attending must be submitted or confirmed one week prior to rental with the rental fee paid in full.
- Occupation limit 75 for South Room rental, 50 for North Room rental and 125 for full rental. Rentals may not exceed occupancy level for facility area that is being contracted.
- Doors will remain locked until 15 minutes prior to rental time, unless another time is agreed upon.
- Decorations cannot be pinned, taped or affixed to the walls, ceiling or windows.
- Use of candles is prohibited.
- Tables and chairs are to be taken down and placed neatly within the storage closet; floors will be swept before leaving the building.
- Renter is responsible for removal of any excess trash.
- Children up to age 21 must be supervised at all times.
- Applicant is responsible for all damages incurred to the facility during the rental. If damages occur, the renter will be billed.
- Smoking is not permitted anywhere within the building.
- The undersigned hereby assumes personal and individual liability of him/herself and on behalf of the Applicant for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the Applicant. The undersigned will leave the facility in a condition as good or better than originally found. The undersigned personally and individually on behalf of the applicant accepts liability for all repairs to the facility and/or replacement of any equipment in the event of damage.
- At no time shall any room be used for any use other than the stated and intended purpose. Permission to use the meeting room does not constitute endorsement of the subject matter of the meeting, or the group/organization's beliefs and policies. As a result, publicity of non-DCC sponsored meetings must in no way imply DCC sponsorship.
- Any advertising or promotional material for your event should include your company phone number for registration or additional information. The DCC phone number should not appear on any printed material for your event.
- Payment must be paid in full one week prior to the date of the event.
- 10% cancellation fee if canceled at least 14 days ahead; 50% fee if canceled 7-14 days ahead, and no refund if canceled within 7 days.

_____ agree to defend, indemnify and hold harmless the Dublin Community Center, its board members, employees and volunteers from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from the Dublin Community Center by any reason of any damage property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, excepting however, claims arising from the sole and unequivocal negligence of the Dublin Community Center.

Signature of Applicant: _____ Date: _____