

# Town of Hancock, NH

## Facilities Rental Policies

1 September 2005

By order of the Town of Hancock Select Board, the following policies and guidelines have been established for the use of town lands and buildings:

Town buildings and adjoining grounds may be used for town business by all persons employed by the town and assigned to those buildings and grounds. Town employees may not use the buildings and grounds for purposes that are not related to town business unless they have permission from the Select Board to do so. (See the Town of Hancock Personnel Manual for a more detailed description of restrictions and limitations.)

Town buildings and grounds may also be used by persons serving on various town committees or boards. Spaces and times for meetings should be reserved by contacting the appropriate authority.

When a committee or board needs to use the town offices in the evening, a key to those offices may be borrowed from the Administrative Assistant.

Other persons or groups of persons may also make use of town buildings and grounds. Some may use the facilities free of charge and based upon availability. Other persons or groups may be required to pay a rental fee. Please refer to the Facilities Rental Fee Schedule (attached).

Based upon the nature of the activity, the Town of Hancock may require a security deposit not to exceed \$500.00 per event. The Town of Hancock Select Board also reserves the right to deny requests from any person or group if the Select Board determines that the proposed activity either involves significant risk to town properties or the activity itself is undesirable and offers no benefit to the Town of Hancock nor its residents.

In cases where a security deposit is required and collected, and then the activity results in damages that are greater than the amount of the deposit, then the Town of Hancock reserves the right to collect additional monies to cover the actual cost of correcting those damages.

For certain activities, the Town of Hancock may require proof of insurance covering participants in those activities or other documentation that sufficiently indemnifies the Town of Hancock against any and all claims for injuries, etc.

Please note that alcoholic beverages and tobacco products are strictly prohibited for any activity that takes place inside a town building.

# Town of Hancock, NH Facilities Rental Fee Schedule

1 September 2005

## Category A:

Town employees, members of town boards, members of town committees, elected or appointed town officials (paid and non-paid).

## Category B:

Town residents or town organizations wishing to use town buildings or grounds for social events, recreational activities, political activities, learning activities, or other similar purposes that have nothing to do with profit-making enterprises.

## Category C:

Out-of-town citizens or organizations wishing to use town buildings or grounds for social events, recreational activities, political activities, learning activities, or other similar purposes that have nothing to do with profit-making enterprises.

## Category D:

Out-of-town citizens or organizations wishing to use town buildings or grounds for a business enterprise that charges a fee to (or collects donations from) the participants in the activity. In this category, at least 75% of the participants must be residents of the town of Hancock.

## Category E:

Out-of-town citizens or organizations wishing to use town buildings or grounds for a business enterprise that charges a fee to (or collects donations from) the participants in the activity. In this category, there are no restrictions on the demographic makeup of the participants.

## Basic Fee Schedule

Category A . . . . .	No Charge
Category B . . . . .	No Charge
Category C . . . . .	\$20.00 per hour
Category D . . . . .	\$10.00 per hour
Category E . . . . .	\$25.00 per hr. minimum

(Some activities could be higher)