

TOWN OF JEFFERSON

Jefferson Community Center Rental/Usage Policy



MAY 1, 2023

TOWN OF JEFFERSON

178 Meadows Road, PO Box 81, Jefferson, NH 03583

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JEFFERSON COMMUNITY CENTER RENTAL/USAGE POLICY

Location

The Jefferson Community Center (JCC) is located at 178 Meadows Road, Jefferson, New Hampshire 03583

Available Space

The Town of Jefferson has renovated the former Jefferson Elementary School to become our Jefferson Community Center. The JCC is now available for public use upon the submission and approval of the *Jefferson Community Center Rental/Usage Application*. All activities within the JCC shall comply with established town policies and procedures including but not limited to those described herein. All permission to use the room is temporary, revocable, and conditional. The Town reserves the authority to revoke the rental/usage agreement in its sole discretion at any time for any lawful reason prior to expiration without penalty or liability, and to impose conditions in the public interest. The Town reserves the right to limit attendance in conjunction with an approved rental/usage agreement as may be necessary to comply with the occupancy limits for the rooms described as follows:

The JCC gymnasium can accommodate up to 380 people, based on furniture use and arrangement. See *JCC Gymnasium Event Seating Layouts* on pages 5-6 for details.

The JCC overflow room can accommodate up to 50 people, based on furniture use and arrangement. See *JCC Overflow Event Seating Layouts* on page 7 for details.

The JCC meeting room can accommodate up to 50 people, based on furniture use and arrangement. See *JCC Meeting Room Event Seating Layouts* on page 8-9 for details.

Use of the kitchen is available pending Select Board approval. Use of the kitchen requires an additional fee.

There are a limited number of folding tables and chairs available for use upon request. Set up of tables and chairs is the Applicant's responsibility. Breakdown is included in the non-refundable cleaning fee.

The space is climate-controlled year-round. The restrooms are located adjacent to the gymnasium and in the hallway between the gymnasium and the Jefferson Historical Society.

Accessibility

The JCC is completely accessible to persons with disabilities in accordance with the Americans with Disabilities Act (ADA).

Parking

Parking is located in the front main parking lot as well as the side parking lot. Parking is not permitted in restricted areas around the building, such as the fire lane and the kitchen side entrance.

Hours of Availability

JCC normal hours of operation are 8:00 a.m. until 3:00 p.m. Monday thru Friday. Events outside the normal hours of operation are available and will be individually considered for approval by the Select Board.

Scheduling

Anyone requesting use of the JCC must first contact the Select Board Office. A *Jefferson Community Center Rental/Usage Application* must be completed, a security deposit and all applicable fees must be paid prior to confirmation of reservation.

In the event of a scheduling conflict, priority shall be given to town boards, committees and department uses. Priority may also be given to Community Service events and/or Jefferson Residents at the sole discretion of the Select Board. All other approved requests for the Jefferson Community Center will be accepted in the order of receipt.

Security Deposit and Applicable Fees

A refundable security deposit of \$250.00 shall be collected when a request is submitted for use of the JCC. The deposit will be returned after satisfactory inspection of the JCC following the event.

A Non-Resident non-refundable rental fee of \$250.00 shall also be collected when a request is submitted. This fee is waived for Residents of the Town of Jefferson. A Jefferson Resident is not permitted to rent the JCC on behalf of a person or persons who are not residents of Jefferson or for any for-profit venue.

A non-refundable cleaning fee of \$100.00 shall also be collected when a request is submitted.

Use of the serving kitchen requires an additional non-refundable cleaning fee of \$100.00. IF the servicing kitchen will be utilized as a preparation kitchen, then a non-refundable rental fee of \$100.00 shall be collected in addition to the non-refundable cleaning fee.

Use of the Town's limited quantity of tables is free with rental.

The Security deposit as well as the non-refundable rental fees and non-refundable cleaning fees for both space and kitchen use are waived for the Town of Jefferson boards, committees and department uses.

The Security deposit as well as the non-refundable rental fees and non-refundable cleaning fees for both space and kitchen use may be waived for Jefferson Community Service uses at the discretion of the Select Board. Community Service events include any/all events offered to the Jefferson residents and/or surrounding communities where no charge for entry exists. Community Service events include but are not limited to Boy Scouts, Girl Scouts, exercise programs, quilting, book sales, etc.

In the event of an approved recurring Community Service use (i.e. weekly, monthly, etc.) for which no fees are collected, approval is only made for fourteen (14) days in advance. No additional application is required however, it is the responsibility of the Community Service Applicant to contact the Select Board office to ensure approval has been made for the following fourteen (14) day period. Approval for each requested date is not guaranteed and by applying as a Community Service Applicant the Applicant agrees that if the Town has the opportunity to rent the space for an approved use that the Applicant paying for the space may be given priority over the free recurring Community Service event at the Select Board's discretion.

The Select Board may waive any and/or all fees for other uses at their discretion.

Cancellation Policy

In the event of a cancellation, written notice shall be given to the Town of Jefferson within fourteen (14) calendar days of the scheduled event. A full refund will be issued if proper notice is given. If a cancellation notice is not received within fourteen (14) days, all submitted fees will be forfeited. All funds will be returned according to the Town's refund schedule.

Refund Schedule

Upon request in writing, a refund will be issued by the Town of Jefferson in the form of a check and will be sent by mail within four (4) to six (6) weeks of the request. A cancellation fee may apply.

Jefferson Community Center Rules and Regulations

Uses of the Jefferson Community Center are subject to all existing Town ordinances and State regulations.

The individual, group or organization listed on the *Jefferson Community Center Rental/Usage Application* shall be held responsible for the proper use of the JCC and for the conduct of all persons attending and shall ensure that all activities are confined to the areas requested and the hours listed on the application.

After-event inspection will include all areas of the JCC, including but not limited to: the interior and exterior of the building, the parking area, playground area and surrounding landscaped areas. In the event property loss or damage occurs during such use or occupancy of the JCC, the amount of damage shall be determined by the Select Board or their designee. An invoice for damages will be presented to the individual, group or organization occupying the JCC during the time that loss or damage was sustained. Failure to pay for damages

within a reasonable period-of-time may result in barring the individual, group, or organization from future use of the JCC and any legal action determined appropriate by the Select Board.

Applicants shall provide any necessary police and/or fire protection details, if applicable, and at the Applicant's expense.

Posters, decorations, and displays must be removed at the end of an event. Items may only be attached using painter's tape. Fasteners, staples, or pins of any kind are not permitted under any circumstances.

Materials and leaflets, which advocate the election of a candidate, political or otherwise, must be removed at the end of the event. Permission to use the JCC does not constitute an endorsement of the Applicant's philosophy, viewpoint, or objectives by the Town.

Signs advertising an event shall not be placed on Town property without the expressed permission of the Select Board or its designee.

All minors must have appropriate adult supervision.

No food or other perishables are to be left in the JCC following an event. A dumpster has been provided.

The Town will not be responsible for articles left in the facility.

THERE SHALL BE NO ALCOHOL, NO SMOKING, NO TOBACCO USE, NOR ANY USE OF ILLEGAL SUBSTANCES OF ANY KIND WITHIN THE JCC BUILDING. Any consumption of alcohol or illegal substances on town property by any member(s) of the organization or any attendee(s) shall forfeit the right of that organization or individual to use the property. Smoking is only permitted in designated areas.

When leaving the facility at the end of the event, the person responsible must ensure that all doors are locked, lights are turned off and the building alarm system has been properly armed using the key code provided. Any damage is to be immediately reported to the Select Board office. Applicants are fully responsible for all damages and costs that may be incurred by the Town to collect the damage amount.

The Town of Jefferson reserves the right to refuse use of its grounds for functions that conflict with its mission or as determined by the Select Board. To the extent permitted by law, the Town may deny an application for a rental/usage agreement if:

- The requested date(s) and time(s) is/are unavailable.
- The application is incomplete or contains a material falsehood or misrepresentation.
- The Applicant has damaged Town property and/or violated the rental/usage agreement on prior occasions.
- The Applicant is legally unable to engage in a contractual agreement.
- The proposed use would present an unreasonable danger to the health and/or safety of JCC patrons, visitors, employees, agents, volunteers, and/or members of the public.
- The proposed use is prohibited by law.
- Any fees have been returned for insufficient funds.

If approved, the *Jefferson Community Center Rental/Usage Agreement* will be signed by the Select Board and a copy will be provided to the Applicant. Any application that is denied will be returned to the Applicant stating the reason for denial.

Any Applicant denied a rental/usage agreement or denied a waiver of any condition of use may appeal the decision to the Select Board within fourteen (14) calendar days of the denial, stating in writing the reasons why the denial was erroneous. A decision on the appeal will be rendered within twenty (20) days following receipt of the written appeal.

Indemnification and Insurance Certificates

By endorsing the *Jefferson Community Center Rental/Usage Application*, the Applicant agrees to protect, indemnify, save, defend and hold harmless the Town of Jefferson, including their officials, agents, employees and volunteers (“Indemnified Parties”) from and against any and all liabilities, obligations, claims, damages, penalties, attorney fees, which the Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss or damage to property arising from Applicant’s acts or omissions in the use of the JCC, whether or not such injury, death and/or damage is caused in part by any action or failure to act, negligence, breach of contract, or other misconduct on the part of the Indemnified Parties.

Without limiting its indemnification, the Applicant must procure and maintain at the Applicant’s expense, comprehensive general liability insurance specific to the date(s) of the event in which the Town of Jefferson is named as an additional insured party with coverage limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate. The Applicant must provide the insurance certificate no later than two (2) weeks in advance of the event. If the Applicant is unable to procure an insurance certificate, as an alternative, the Applicant may purchase a Special Events policy, such as TULIP (Tenant Uses Liability Insurance Program). For more information about how to purchase TULIP please contact *Primex* at 1-800-698-2364. The Town may, upon written request, waive, in part or in whole, the requirements of insurance and indemnification for Applicants unable to reasonably afford it, or upon finding that the event or Applicant is “low risk”.

Access to the Jefferson Community Center

Once a completed *Jefferson Community Center Rental/Usage Application* has been submitted and approved, along with all applicable fees, a key code will be issued to the Applicant that will permit the JCC access doors to be unlocked. The key code will be valid only on the day(s) of the scheduled event and will expire at the designated ending time of the event. Key codes will only be issued to the Applicant and shall not be shared without the express written permission by the Select Board or their designee. Any attempted use of the key code at any time other than during the designated event will be reported to the appropriate authorities.

Security Cameras

Town of Jefferson facilities are equipped with security cameras both inside and outside with audio and video. Any tampering with or attempt to disable a security camera during a scheduled event will be reported to the authorities for review and action, and the Applicant’s security deposit will be forfeited. The Applicant will also be invoiced for any applicable damages.

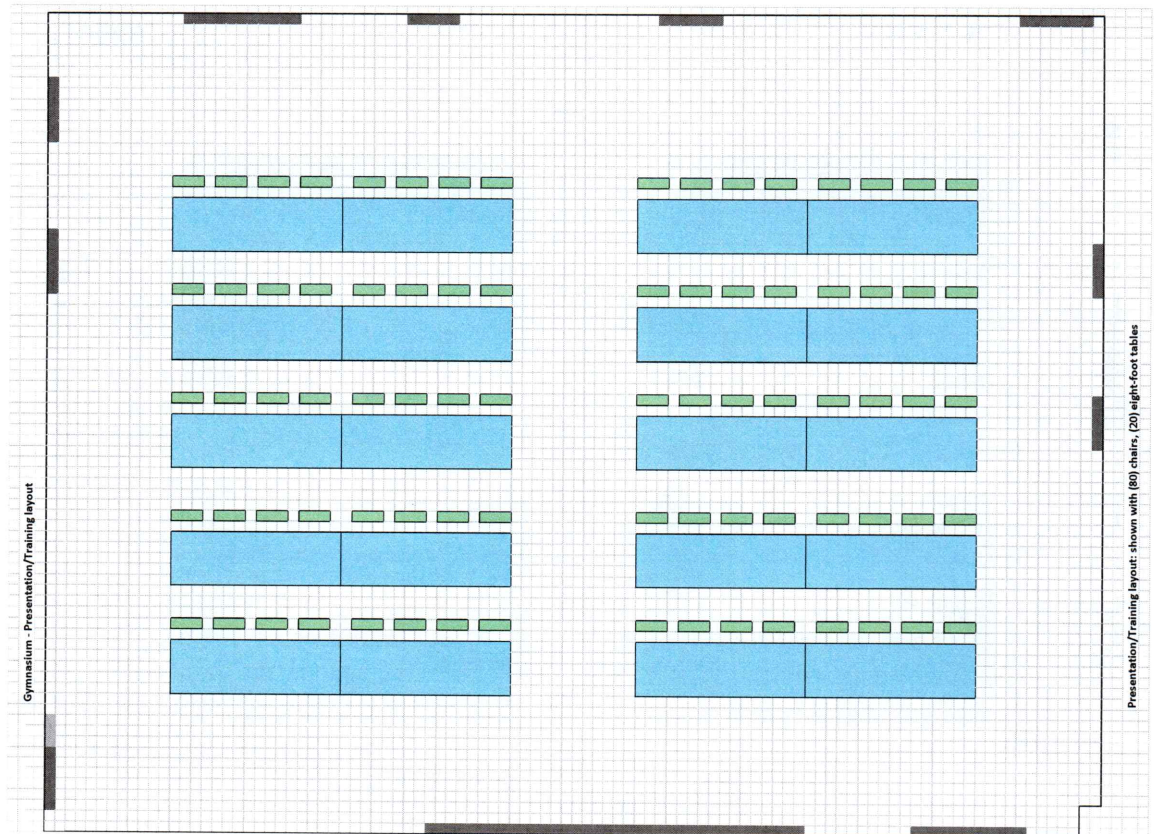
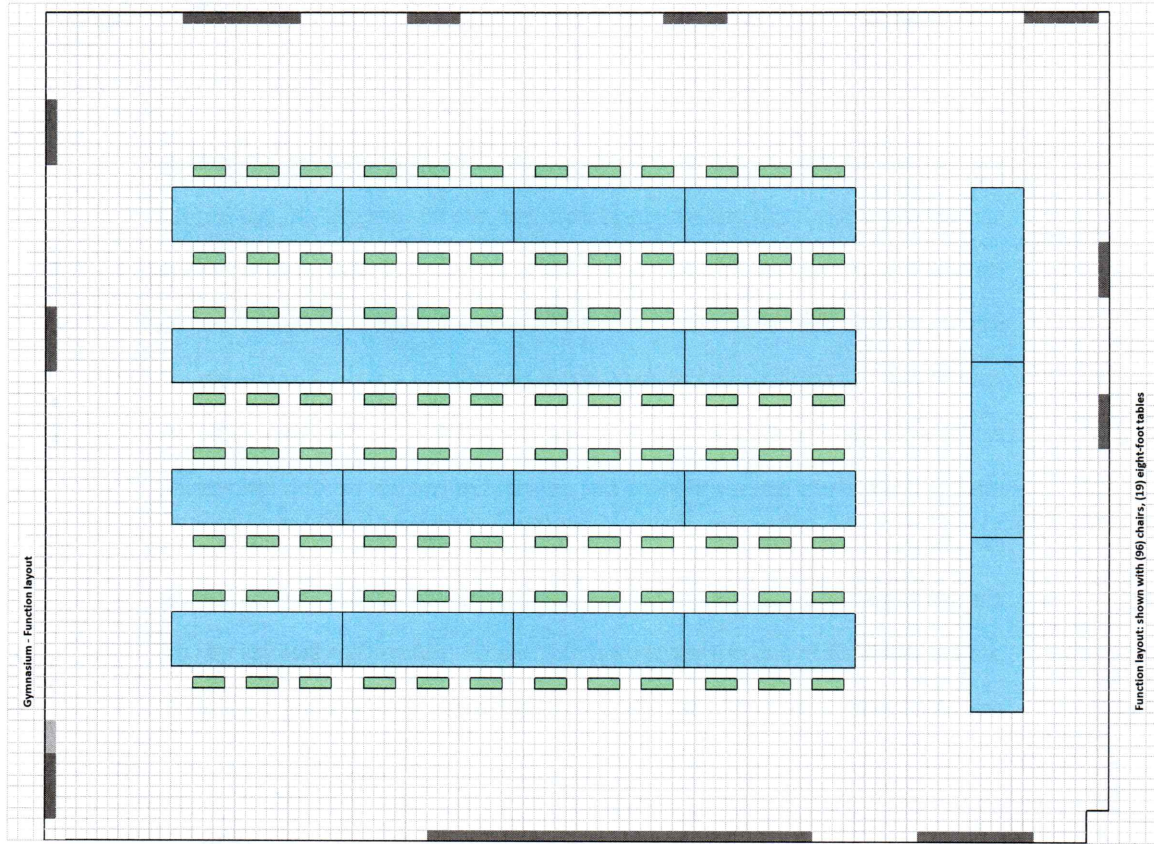
How to Reserve the JCC

1. Obtain and read the *Jefferson Community Center Rental/Usage Policy*, which is available at the Select Board office or online at www.jeffersonnh.org.
2. Contact the Select Board office at (603) 586-4553 for your event’s availability.
3. Once your date(s) has/have been tentatively confirmed, submit a completed *Jefferson Community Center Rental/Usage Application* along with all applicable fees.
4. The Select Board will approve or deny your application at their next available public meeting. You will be contacted shortly thereafter with your approved or denied application and information regarding your key code access for the date(s) of your event.

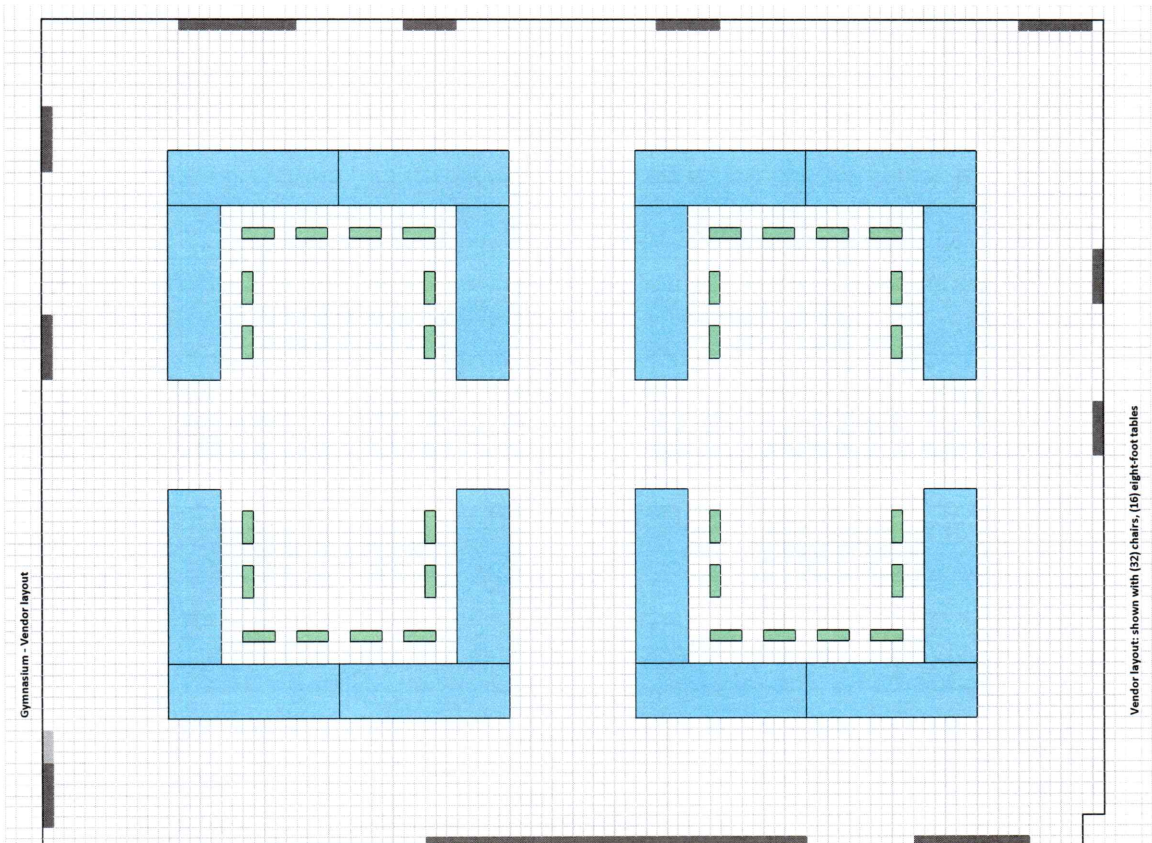
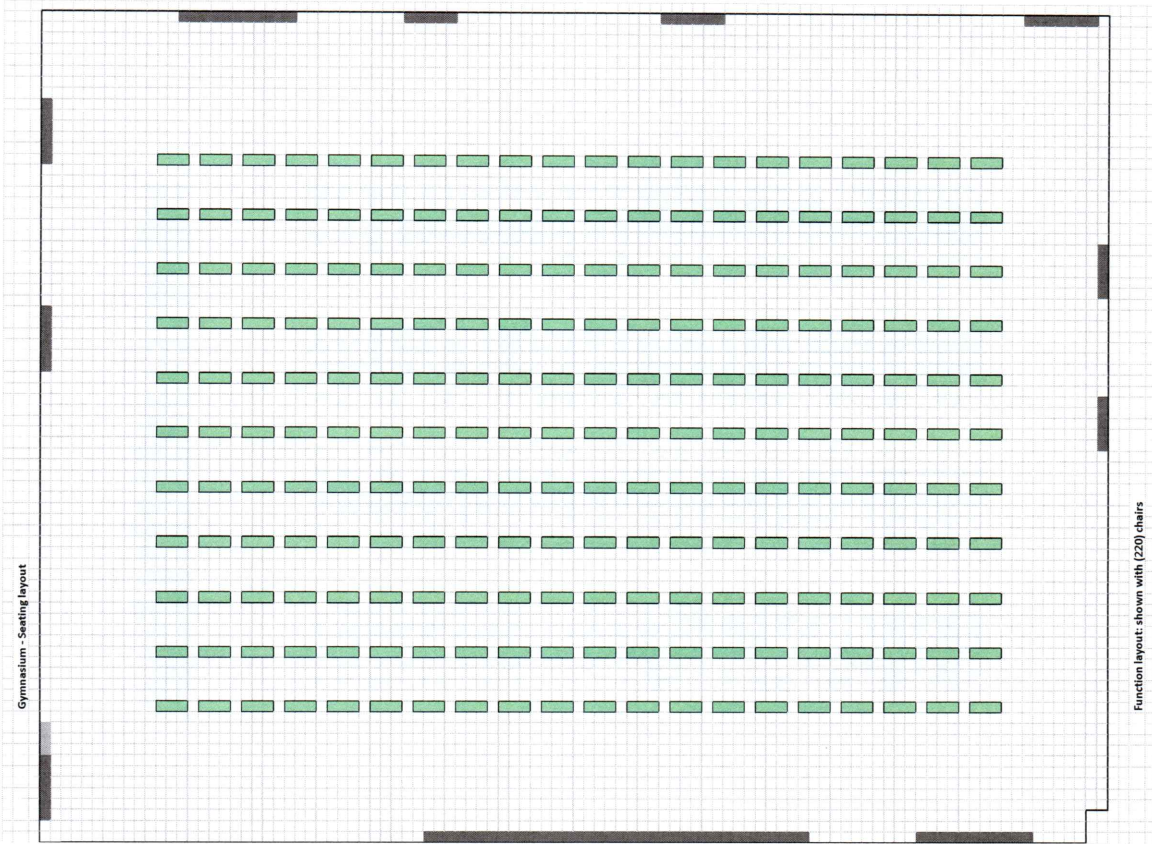
Questions

If you need more information or have questions, contact the Town of Jefferson Select Board office via phone at (603) 586-4553 or via email at administrativeassistant@jeffersonnh.org. You may also contact the Select Board members directly. Current Select Board members and their contact information can be found at www.jeffersonnh.org and are also listed within the application and checklist. Completed forms may be submitted via USPS to Town of Jefferson, Select Board office, 178 Meadows Road, PO Box 81, Jefferson, NH 03583.

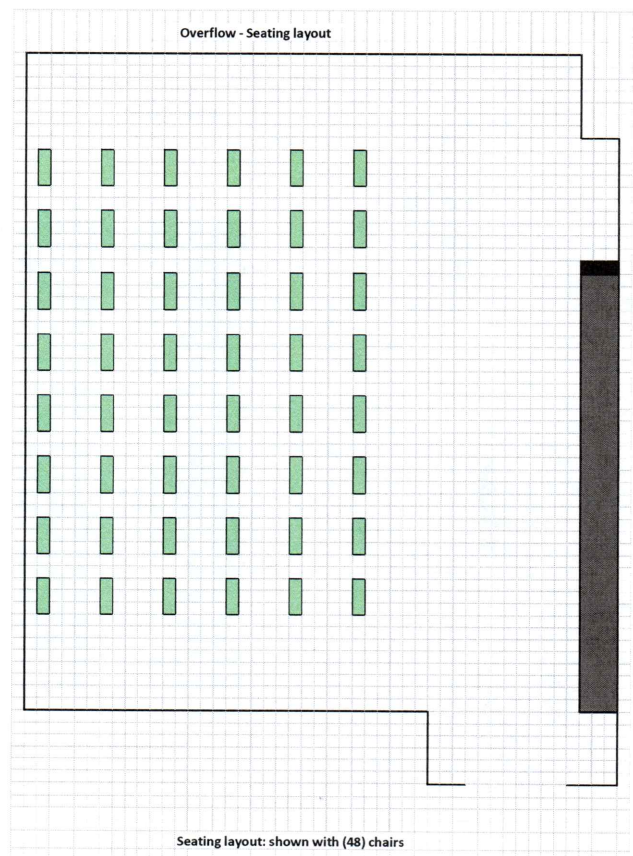
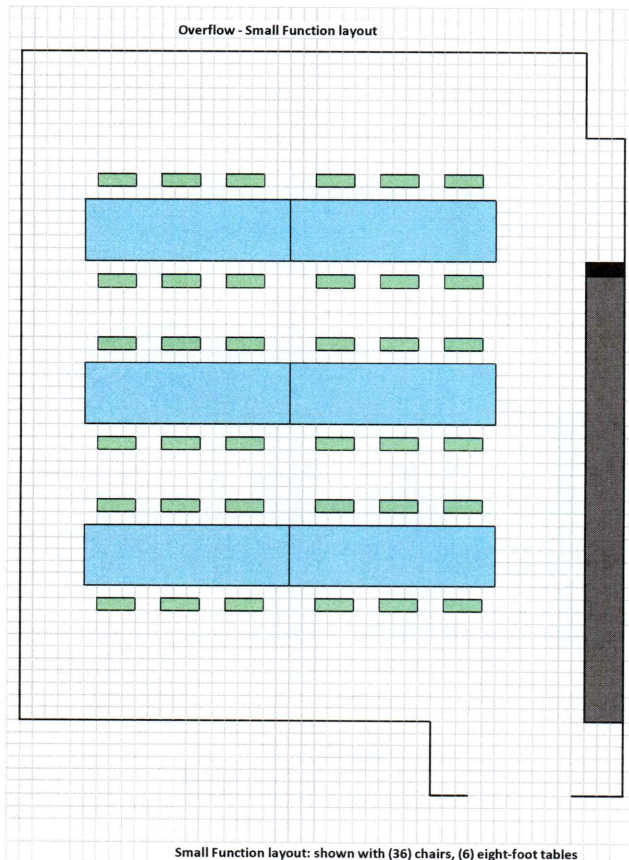
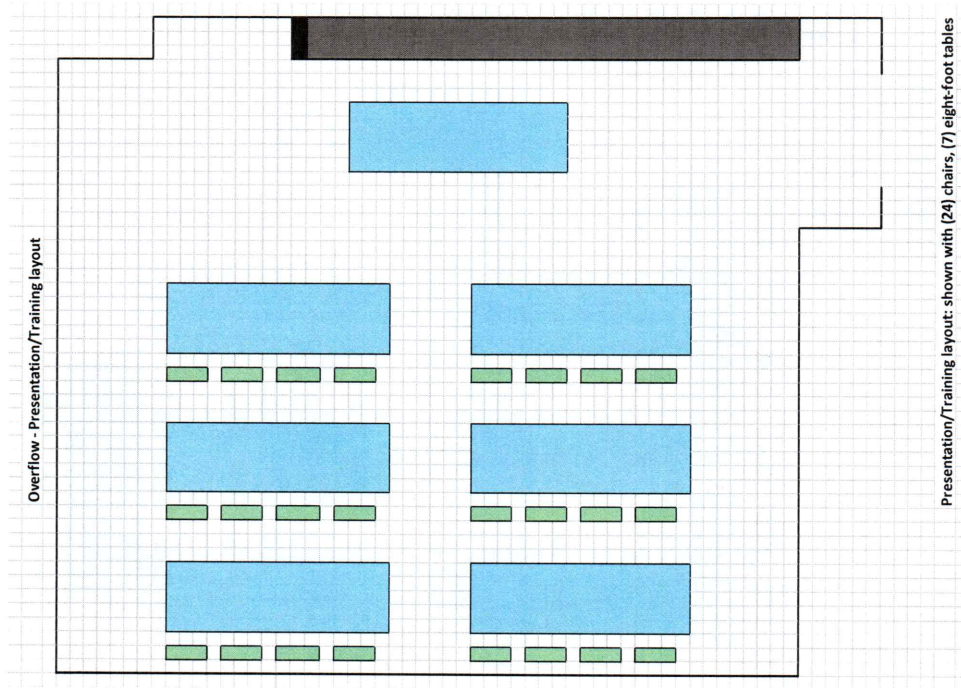
JCC GYMNASIUM EVENT SEATING LAYOUTS



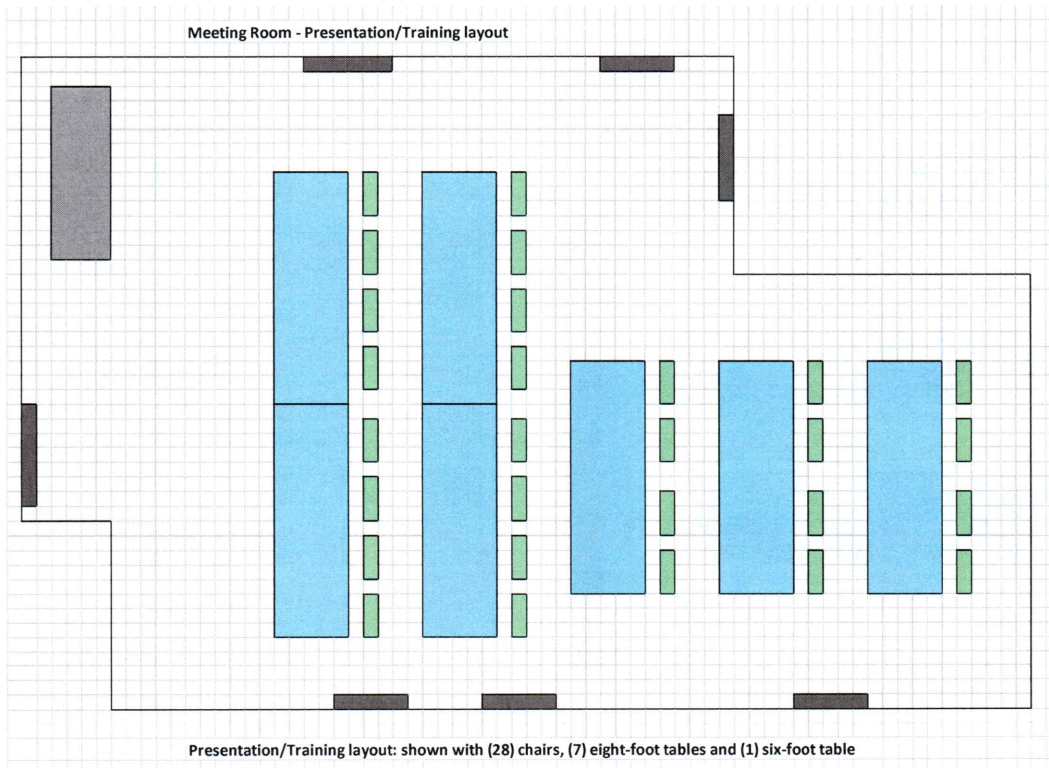
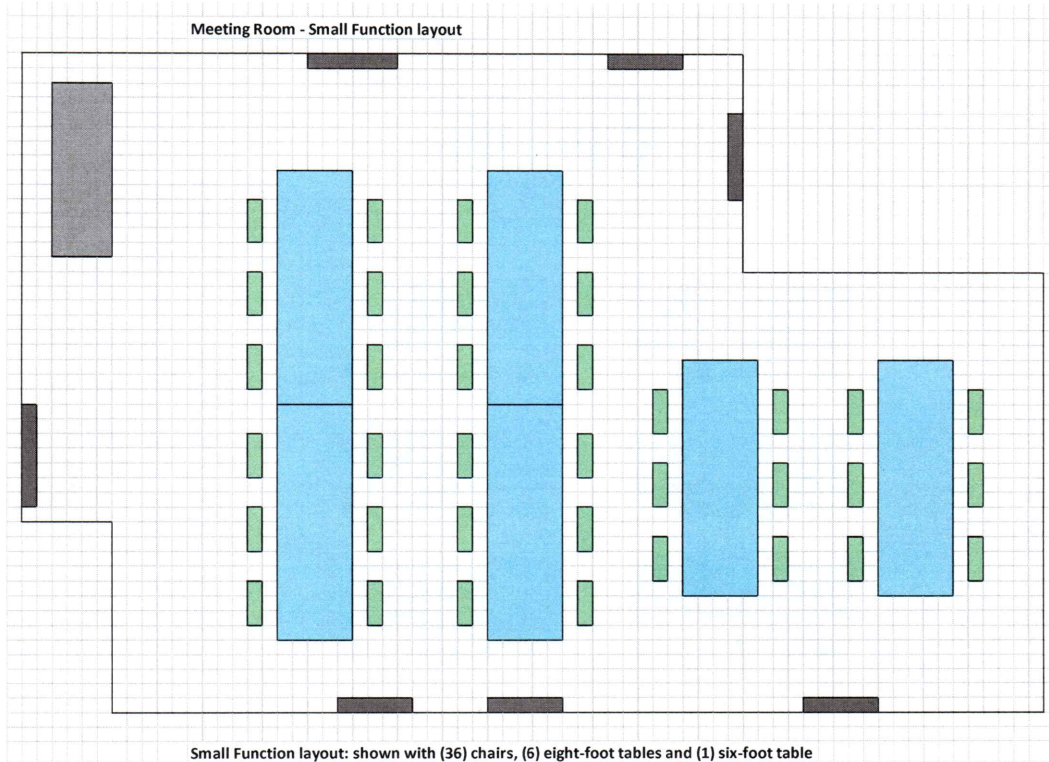
JCC GYMNASIUM EVENT SEATING LAYOUTS



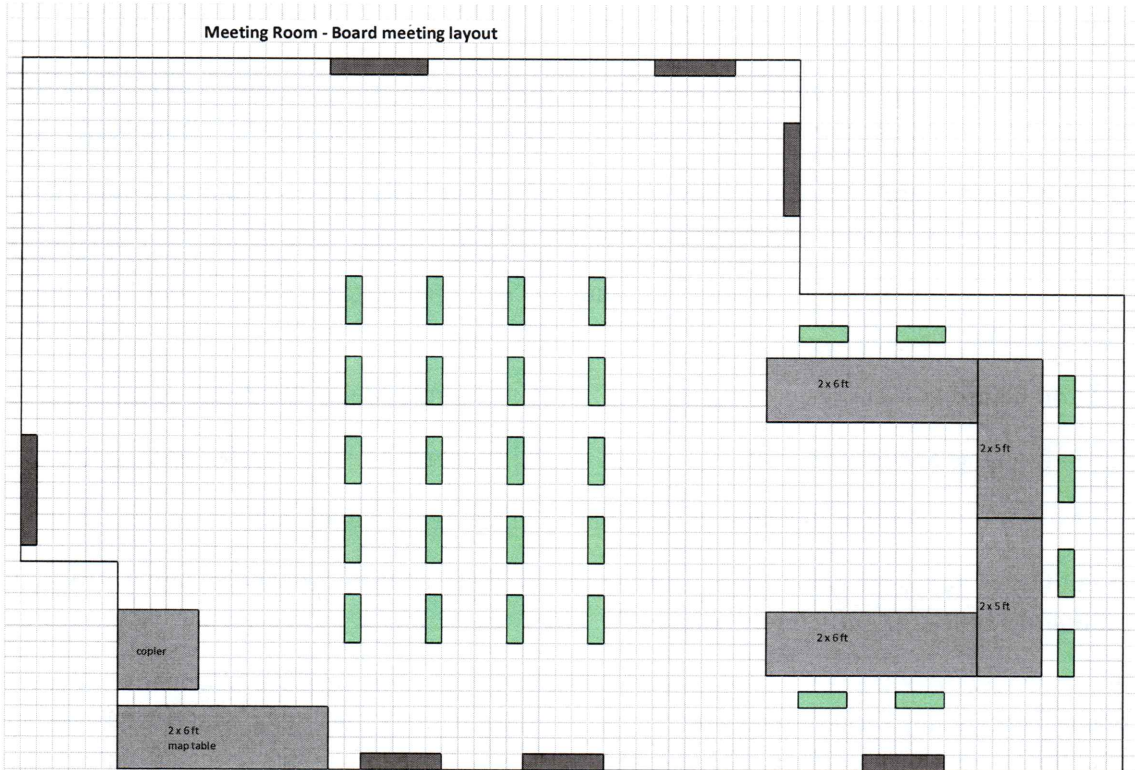
JCC OVERFLOW EVENT SEATING LAYOUTS



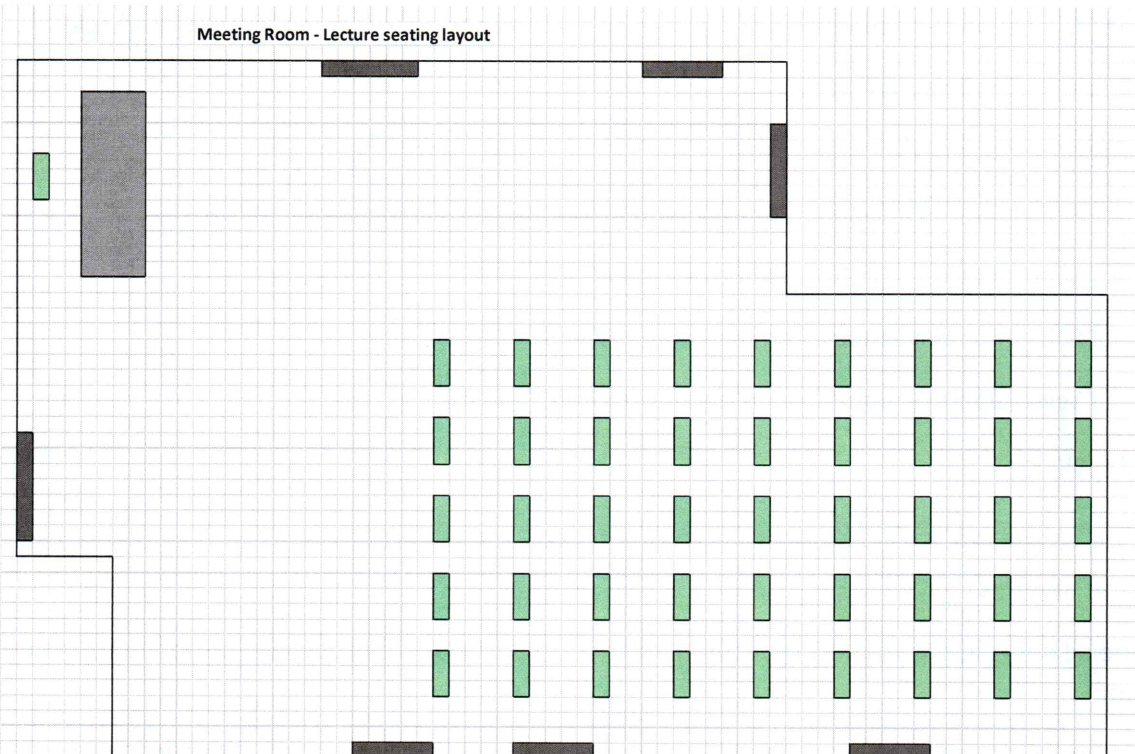
JCC MEETING ROOM EVENT SEATING LAYOUTS



JCC MEETING ROOM EVENT SEATING LAYOUTS



Board meeting layout: shown with (28) chairs, (3) six-foot tables, (2) five-foot tables



Lecture seating layout: shown with (46) chairs and (1) six-foot table

JCC RENTAL/USAGE CHECKLIST

Prior to event

- Obtain and read *Jefferson Community Center Rental/Usage Policy* (this document) either in person at the Select Board office, 178 Meadows Road, Jefferson, NH 03583 or online at www.jeffersonnh.org.
- Contact the Select Board's office to determine if the JCC is available on your requested event date(s). Request may be made in person, via phone or via email.
- If date(s) is/are available, fill out *Jefferson Community Center Rental/Usage Application* (this document) and submit the following:
 - Completed application
 - Non-refundable Cleaning Fee
 - Refundable Security deposit
 - Preparation Kitchen Use Fee
 - Non-refundable Non-Resident Rental Fee
 - Kitchen Cleaning Fee
- When notified of approved application, plan to obtain the key code and any necessary instruction from the Select Board's office for entry into the JCC.
- Be sure to review the JCC Event Seating Layout pages in this document. If the attendance at your event or meeting will potentially exceed the posted limits, you must contact the Fire Chief, Chris Milligan in advance to discuss your plans: Office: 603-586-4444, cell: 603-723-5256, email: firechief@jeffersonnh.org

During the event

- Applicant must be in attendance and monitoring the event to ensure compliance with all rules of use.
- Contact 911 for all emergencies.
- For all non-emergency assistance call:
 - Select Board Office 603-586-4553 (open Monday thru Friday 8AM – 3PM)
 - Select Board Chair, Norman Brown (603-738-2400)
 - Select Board Member, Terri Larcomb (603-631-0049)
 - Select Board Member, Kevin Meehan (603-819-3056)

After the event

- Ensure all guests have exited the building.
- Turn off all lights.
- Ensure all doors and windows are secured and the building alarm has been set using the key code provided.
- Once the JCC has been inspected and deemed clean and undamaged, your security deposit will be processed for return.



**Town of Jefferson
Select Board Office**
T: (603) 586-4553
F: (603) 586-7102

Jefferson Community Center
178 Meadows Road
PO Box 81
Jefferson, NH 03583

Jefferson Community Center Rental/Usage Application

1. Name of Applicant: _____
2. Please check one: Town Board/Committee Community Service Resident Non-Resident
3. Type of Event (check one): Meeting Training Show/Exhibit
 Social Gathering Other (describe) _____
4. Event Description: _____
5. Requested Space(s) (check all that apply): Gymnasium Meeting Room
 Overflow Room Serving Kitchen Preparation Kitchen
 Other (describe) _____
6. Date(s)* of event: _____ Time(s)*: from _____ (am/pm) to _____ (am/pm)
* please include your applicable set up dates/times
7. Event Estimates: Number of People _____ Tables (8 ft x 30 in) _____ Chairs _____
8. Applicant/Person Responsible for Event: Name: _____
Address: _____

Phone Number: _____ Email Address: _____

I certify that the information provided on this application is true and accurate to the best of my knowledge. I have read and understand the Jefferson Community Center Rental/Usage Policy in full and agree to be bound by all the rules, and to be present and responsible for their enforcement. I take full and complete responsibility to ensure that all participants adhere to this policy.

Signature of Applicant/Responsible Party

Date

Please submit completed form along with full payment to:

Town of Jefferson, 178 Meadows Road, PO Box 81, Jefferson, NH 03583

For Office Use Only

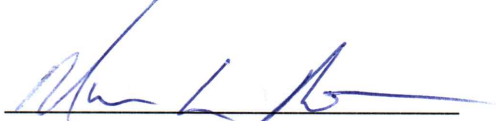
- Completed application, initial receipt _____ \$250 Security deposit
- \$100 Cleaning Fee \$100 Kitchen Cleaning Fee \$100 Preparation Kitchen Use Fee
- \$250 Non-Resident Rental Fee Liability Insurance Certificate

Total Due \$ _____ Total Received: \$ _____ Check # _____ Notes: _____

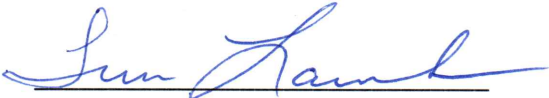
Select Board Signatures for Approval

SIGNATURE PAGE

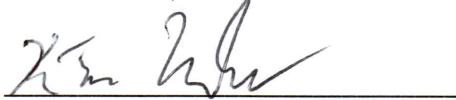
Jefferson Community Center Rental/Usage Policy and Jefferson Community Center Rental/Usage Application adopted by the Town of Jefferson Select Board on this 1st day of May 2023.



Norman Brown, Select Board Chair



Terri Larcomb, Select Board Member



Kevin Meehan, Select Board Member