



TOWN OF GRANTHAM NEW HAMPSHIRE

OFFICE OF THE SELECTMEN
 300 Route 10 South, Grantham, NH 03753
 Phone: 603-863-6021
 www.granthamnh.net

Building Use Policies & Procedures

The Grantham Town Building is available for use by the general public. The Applicant and or Authorized Representative must be at least 25 years of age and be present at all times during the activity proposed and assumes responsibility to comply with and pay fees in accordance with the Town Building Use Policies & Procedures.

Approval from the Grantham Board of Selectmen may be required for rental. Please allow a minimum of two weeks for this process. Use of the town building must be scheduled through the Selectmen's Office 603 863-6021.

- I. **Alcoholic Beverages:** Alcoholic beverages are prohibited in all Town of Grantham buildings.
- II. **Cleaning:** 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 unless permission is granted in advance for a delay until the next morning. After each event an inspection of the premise will take place and a decision will be made on the return of the cleaning deposit of \$150.
- III. **Damages:** The renter is responsible for any damages. In the event of damages, no matter how minor, the Town reserves the right to obtain a quote for the repair of damages and to bill the renter appropriately. Failure to pay for damages as billed may result in the revocation of the privileges to use town property for future functions and/or legal redress.
- IV. **Fees:** Rental fees may apply. Payment must be submitted in advance of the actual event. The Grantham Board of Selectmen reserves the right to waive fees.

Category 1: No Charge: Use of kitchen excluded	
	The rental is for Town of Grantham Department or Committee.
	The rental is for organization that is not charging or accepting admission or participation fee.
	The event is serving and for the benefit of predominately Grantham residents.

Category 2: \$25 per day + \$150 Refundable Cleaning Deposit. With/without use of kitchen.	
<input type="checkbox"/>	My organization is charging an admission or participation fee.
<input type="checkbox"/>	My event is accepting donations for a charitable organization. List charitable organization name and address:
<input type="checkbox"/>	My Organization is paying instructors a fee to run this event.
<input type="checkbox"/>	My event is serving and for the benefit of predominately Grantham residents.
Category 3: \$100 per day + \$150 Refundable Cleaning Deposit	
<input type="checkbox"/>	Private event for Grantham Resident – with or without use of the kitchen.
Category 4: \$150 per day + \$150 Refundable Cleaning Deposit	
<input type="checkbox"/>	Private event for Grantham Non-residents – with or without use of kitchen.

V. **Keys:** Keys to the building being rented will be furnished up to three days prior to the event. The renter is responsible for securing the building when the event is over including turning off lights, closing windows and locking the building. All keys along with the completed “Applicant Checklist” are to be returned within 24 hours following the event, to the Selectmen’s Office during regular office hours or left in the drop box at the main entrance to the Town Office Building.

VI. **Kitchen:** All appliances are available for renter’s use. Full instructions for the use of all appliances are in the kitchen near each piece of equipment. **All foods must be removed from the facility, including the refrigerator, following the event.**

VII. **Liability Insurance:** Private functions require liability insurance for any event held in a town building. A Certificate of Liability Insurance naming the Town of Grantham as additional insured must be provided.

VIII. **Miscellaneous Rules and Regulations:**

- Nothing is to be used to hang or fasten things to the windows, walls, doors, or ceilings, including masking tape, transparent tape, duct tape, glue, tacks, push pins, staples, nails or other forms of attachment that could damage or mar the walls.
- Balloons and streamers are welcome. Balloons must be secured to ensure they don’t float around the room. Streamers should not be glued, tacked, taped, or nailed onto the infrastructure.
- No candles are allowed, except celebratory cake or ceremonial candles.
- Music may be played only at levels that do not disturb SAU office personnel, Police Department, Town Office, or any other neighbor.
- The renter is completely responsible for the behavior of and damage caused by anyone attending the function.
- The Board of Selectmen reserves the right to assign either Police or Fire Department presence, at the cost of the renter, with respect to any event it deems necessary in the interest of public safety.
- When governmental issues are being discussed, open access and RSA 91-A:3 (Right to Know) laws apply to any and all functions.

- IX. Occupancy Limits: Non fixed (no table or chairs) Maximum 400
Semi fixed (no tables) Maximum 370
Fixed (tables & chairs) Maximum 200**
- X. Parking:** Parking for events at the Grantham Town Building is around the back in the lower level parking lot. For large events, we ask you utilize the over-flow “grassy” parking area on the other side of the fire pond.
- **Loading and unloading for an event:** You can use the two main doors to Town Building or the side door, whichever is easier.
 - **Disabled Parking:** Please note that the two spaces in front of the double doors are reserved specifically for those persons issued a State Disabled parking permit. If you park in these spaces without the proper permit, please be aware that you may be ticketed at any time of the day or night as allowed by State Statute.
- XI. Smoking: Smoking is prohibited in all town buildings, per RSA 155:64-77.**
- XII. Storage:** Limited storage of materials may be allowed in some municipal facilities upon request and application.
- XIII. Tables & Chairs:** Tables and chairs located within the facility are for your use. All moving of furniture must be done with care to avoid scratching the floors. Scratches caused by moving furniture will be considered damage and will be addressed as such. **(See Section III Damages)**
- XIV. Trash:** All trash is the responsibility of the renter and must be removed from the property at the conclusion of the event. Please try not to allow cups or cans with liquid to go directly in the trash.

Adopted December 2005
Grantham Board of Selectmen

Revised: May 12, 2021

Peter Garland, Chairman

Constance A. Jones, Selectman

G. Warren Kimball, Selectman

Date: _____