

**RULES AND REGULATIONS  
USE OF THE COMMUNITY CENTER  
WOLFEBORO, NEW HAMPSHIRE**

**SCHEDULING:**

Scheduling for the use of the Community Center will be done:

1. Online, 24 hours a day, 7 days a week at [www.wolfeboronh.us/parks](http://www.wolfeboronh.us/parks) (follow the link for “Online Facility Requests.”), or
2. At the Parks and Recreation Office at the Pop Whalen Ice Arena, 390 Pine Hill Rd, or by calling (603)569-5639 8am-1pm, Monday through Friday, holidays excluded.

**PRIORITIES FOR USE:**

Given the shortage of public meeting spaces available in the community and the competition for meeting space by various community groups, the following priorities for the use of the Community Center are hereby established in descending order:

1. Town Use for meetings of Town Boards, Commissions, Committees, and Recreation Programs.
2. Use by Wolfeboro-based not-for-profit groups
3. Use by other groups and individuals (e.g. birthdays, receptions, etc.)

**FEE SCHEDULE:**

A variable fee schedule for use of the Community Center is established as follows:

1. Meetings of Town Boards, Commissions, Committees and Recreation Programs—No charge.
2. Multiple Uses by Wolfeboro-based not-for-profit groups--\$25 per year plus insurance certificate.
3. One-Time Use by other groups and individuals--\$10 per use. Insurance certificate required with the exception of birthday parties.

Fees are payable by cash, check or credit card.

**SIGN OUT PROCEDURE FOR THE KEY:**

1. Use of the Community Center between the hours of 8:00 AM and 3:00 PM: the key will be available at the Town Manager’s Office and must be returned before 4:00 PM.
2. Use of the Community Center after 3:00 PM and on weekends: the key will be available at the Police Department and returned the same day/evening at the end of the event.

**CLEAN UP PROCEDURES:**

1. All trash and rubbish to be removed from the premises.
2. Tables and chairs must be put back in the correct locations. There is a diagram located on the wall near the main entrance for reference.
3. The kitchen and bathrooms are to be left clean. This includes sweeping and mopping when needed.
4. Shut off all lights.
5. Make sure the doors are locked upon leaving.
6. Please notify the Parks and Recreation Department [603-569-5639] if there are any issues or problems.

**RESTRICTIONS:**

1. No Alcoholic beverages are to be allowed (as per Town Ordinance 5-1).
2. Smoking is prohibited.
3. Certificate of Insurance is required *holding the Town harmless*.
4. The facility is for the primary use of Town and non-profit groups and is not to be utilized for Religious or Commercial use.
5. If a Town Board, Commission, or Committee requires the use of the facility at your scheduled time, your group must forfeit the use.
6. Only non-glue tape may be used of the floors or walls.
7. **TOTAL NUMBER PEOPLE NOT TO EXCEED: 90**

Date: \_\_\_\_\_

Name of non profit  
organization/individual: \_\_\_\_\_

I, \_\_\_\_\_, hereby agree to abide by the  
above rules and regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Mailing Address

Date(s) and Time(s) you are requesting the facility: \_\_\_\_\_