



**TOWN OF GORHAM, NH  
PARKS & RECREATION DEPARTMENT  
33 Exchange Street, Gorham, NH 03581  
603-466-2101 – jstewart@gorhamnh.org**

**PARKS & RECREATION BUILDING  
USE PACKAGE CHECKLIST**

**Checklist for Building Use Request for the Town of Gorham, NH**

*This package consists of the following information and forms:*

1. Building Use Application (page 2 – 3)
2. Building Use Policy (pages 4 – 7)
3. Building Covid-19 Policy (page 8)
4. Building Use Policy Agreement (page 9)
5. Building Covid-19 Policy Agreement (page 9)
6. Building Assumption of Risk and Waiver of Liability (page 9)
7. Special Incident Report – Building / Facility (pages 10 & 11)

*The following information and forms that should be returned with request:*

1. Building Use Application (page 2 – 3)
2. Building Use Policy Agreement (page 9)
3. Building Use Covid-19 Policy Agreement (page 9)
4. Building Assumption of Risk and Waiver of Liability (page 9)
5. Certificate of Insurance naming the Town of Gorham as additionally insured (if applicable)

*The following information and forms that should be returned if an incident, accident, or damages occur while using building / facilities:*

1. Special Incident Report – Building / Facility (pages 10 & 11)



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**BUILDING USE APPLICATION**

Organization Name: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Primary Contact #: \_\_\_\_\_ Alternate Contact # \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Building Use Dates Requesting (fill out all that apply):**

Date(s) of Usage	Start & End Time of Usage			Special Times Needed (set up, clean up, etc.)		
		to			to	
		to			to	
		to			to	
		to			to	
		to			to	

Additional notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of activity \_\_\_\_\_

Expected number of participants? \_\_\_\_\_

Will food be served? Y / N

Will there be a charge for admission? Y / N

If Yes, how much? \_\_\_\_\_

Is this event a fundraiser / charity? Y / N

Is this a "for-profit" event? Y / N

Who will be responsible for the key / building? \_\_\_\_\_

*(must be present during entire event)*

**APPLICATION FEES & NOTES:**

**Meetings (non-profit)** – Suggested donation of \$25.00

**Workshops / Classes (non-profit / charity)** – Suggested donation of \$50.00

**Recurring Classes (for profit)** – (ex. Yoga, Zumba) – No set up, no food or materials \$5.00 / class

**Minor Events (for profit)** – (ex. yard sale, dance, etc.) – Base fee \$25.00 + \$5.00 / hour

**Major Events (for profit)** – (ex. wedding, potluck, etc.) – Base fee \$50.00 + \$5.00 / hour

**Staffing Required** – If chaperones will not be present, add \$30.00 / hour + other fees listed above

Please return this form and a 50% deposit of fees (if applicable) to:  
Gorham Parks & Recreation Department  
33 Exchanges Street, Gorham, NH 03581

Please direct questions to Jeff Stewart  
Phone: (603) 466-2101  
Email: [jstewart@gorhamnh.org](mailto:jstewart@gorhamnh.org)

***SUBMISSION OF APPLICATION IS NOT GUARANTEE OF APPROVAL.***

***You will be sent a contract once your application is approved.***

***Events may, at times, be preempted by a town function or emergencies.***

**Organization Name:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## **BUILDING USE POLICY**

### **I. Purpose**

The Town of Gorham offers the Parks & Recreation Department building for the use to individuals, groups, and organizations. This policy shall serve as the guidelines concerning the scheduling and use of Town of Gorham provides the Parks & Recreation Department building.

The purpose of this policy is:

- To ensure that the use of available of the Town of Gorham Parks & Recreation Department building is allocated in a manner that is fair and equitable.
- To ensure that all users of the Town of Gorham Parks & Recreation Department building understand the rules pertaining to their use of the facilities.
- To ensure that all users of the Town of Gorham Parks & Recreation Department building exercise good judgment in the use and care of the facility.
- To ensure that users of the Town of Gorham Parks & Recreation Department building understand their responsibilities with respect to the use and management of town facility.

### **II. Definitions**

"Town" means Town of Gorham, NH.

"Department" means the Town of Gorham Parks & Recreation Department or any other town departments.

"Director" means Town of Gorham Parks & Recreation Director.

"Building or Facility" means the Town of Gorham Parks & Recreation Department building located at 33 Exchange Street, Gorham, NH.

"Organization" means a formally organized and recognized entity that sponsors an activity.

"Ready Condition" means building condition is free of trash, debris and properly prepared for the next scheduled event.

"User" or "Users" means any individual person, group or organization who uses a town facility.

### **III. General Rules and Regulations**

The Department is responsible for scheduling and assignment of the building facility.

Individual persons, groups or organizations requesting use of building facility shall follow the application procedures outline in Section V.

The Director, or designee may restrict public use of building facility as deemed necessary to preserve or protect the property or in the interest of the public health, safety, and welfare.

Any damage or issues to building facility shall be reported promptly to the Director.

Individual persons, groups and organizations shall leave building facility in ready condition after completion of their usage. Failure to leave the building facility in ready condition may result in loss of privileges of building facility in the future.

Items of personal property left at the building facility shall be maintained in the lost and found at the department office for a 14-day period.

Consumption or distribution of any alcoholic beverages in town property is strictly forbidden per Chapter 119, Article III, Sections 119-1, 119-2, 119-3 & 119-4 and Chapter 172, Article II, Section 172-5, unless a Public Event Permit is filled out and approved by the Town Selectboard.

Smoking is prohibited on town property per town ordinances 35-B: 3 and 126K: 7.

Pets are not allowed in town property per town ordinance 172-1.

It is the responsibility of the organizations and users to ensure all vehicles are parked in only designated parking areas and do not block public right of ways or driveways.

It is the responsibility of the organizations or users to ensure all participants are aware that no overnight parking is allowed on town properties from November 15 to April 15.

### **IV. Use Guidelines**

#### Town Departments:

Town departments desiring to use building facility on an on-going basis may do so with prior scheduling approval from the Director. The Director or Designee shall develop the schedule. Requests for building use are considered on a first-come, first-served basis, with an attempt to balance the needs of all requestors. No fees shall be charged to these groups for the use of building facility.

#### Individual Persons, Groups and Organizations (Non-Profit):

Individual persons, groups and organizations desiring to use building facility may do so, providing that another party has not previously scheduled the building. Individual persons, groups and organizations are required to contact the Director for building facility availability. The Director or Designee shall develop the schedule. There is a suggested donation for the

casual use of building facility. A Building Use Application is required for all usage. Individual persons, groups and organizations hosting an event must have a Certificate of Insurance is required naming the Town of Gorham as additionally Insured. The policy must cover \$1,000,000 General Liability each occurrence and \$2,000,000 in aggregate for personal and bodily injury including death.

Individual Persons, Groups and Organizations (Profit):

Individual persons, groups and organizations desiring to use building facility may do so, providing that another party has not previously scheduled the building. Individual persons, groups and organizations are required to contact the Director for building facility availability. The Director or Designee shall develop the schedule. Usage fees for the building facility are listed on the second page of the Building Use Application under Application Fees & Notes. A Building Use Application is required for all usage. Individual persons, groups and organizations hosting an event must have a Certificate of Insurance is required naming the Town of Gorham as additionally Insured. The policy must cover \$1,000,000 General Liability each occurrence and \$2,000,000 in aggregate for personal and bodily injury including death.

**V. Building Facility Request & Assignment Process**

The priority arrangement for the scheduling of building facility is as follows:

1. Parks & Recreation Department Activity
2. Town Department Activity
3. All other requests

Building Use Request Application

To request building facility use, individual persons, groups, and organizations shall complete and submit a Building Use Request Application to the Department. To take advantage of priority assignments, please submit your requests as soon as possible. Requests will be handled on a first come first served basis. Upon receipt of the completed application and required documentation, the individual persons, groups, and organizations shall be notified by the Director, in writing, to confirm scheduled dates and times for usage.

Cancellations

Please notify the Department as soon possible if cancelling use of building facility. Reservations may be rescheduled without penalty. The Director or Designee shall develop / update the schedule.

Good Standing

Individual persons, groups and organizations requesting building usage shall not only complete a Building Use Application but also be in "good standing" with the town for consideration.

Good standing includes, but is not limited to the following:

- All fees paid (no outstanding monies owed to the town).
- Current list of individuals using facility (if requested).
- Current Certificate of Insurance naming the town as an additional insured on file with the Department. *(The insurance policy shall provide for general liability coverage with limits no less*

*than \$1,000,000 General Liability per occurrence and \$2,000,000 aggregate for personal injury and bodily injury, including death, and property damage.)*

## **VI. Application Denial / Revocation**

A Building Use Application may be denied or revoked for reasons such as (but not limited to):

- Non-compliance with application / submission requirements
- Unpaid fees
- Failure to comply with Building Use Policy
- Facility renovation or repair

## **VII. Responsibilities**

The Department shall be responsible for providing every requested user of building facility a copy of this policy.

The Department shall be responsible for administering and enforcing this policy in a fair and equitable manner.

It is the responsibility of users to provide timely and accurate information to the Department.

It is the responsibility of the users to ensure that all persons associated with their use of the building facility understand this policy.

## **VIII. Violations**

Any infraction or violation of this policy, or local, state or federal laws and / or regulations, by users utilizing building facility shall be considered infractions and may result in the violator being prohibited from future use, either temporarily or permanently.

## **IX. Appeals**

Any person aggrieved by any decision of the Director in the administration or enforcement of this policy may appeal to the Town Manager. Appeals shall be filed in writing within ten (10) days of the decision, shall state subject of the appeal, and set forth a detailed explanation of the alleged error. Decisions of the Town Manager may be appealed to the Town Selectboard. Decisions of appeals shall be rendered in writing within fifteen (15) working days of hearing the appeal. The decision of the Town Selectboard is final.

## **X. BUILDING USE POLICY AGREEMENT (see page 9)**

## **XI. BUILDING USE COVID-19 AGREEMENT (see page 9)**

## **XII. BUILDING ASSUMPTION OF RISK AND WAIVER OF LIABILITY POLICY (see page 9)**



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### **PARKS & RECREATION BUILDING USE COVID-19 POLICY**

- Staff, volunteers and those in attendance should read and be familiar with; New Hampshire Safer at Home COVID-19 guidelines.
- Staff, volunteers, and those in attendance are asked to wear cloth face coverings while around others when social distance of at least six (6) feet is not possible.
- Alcohol-based hand sanitizer with at least 60% alcohol should be readily available to all staff, volunteers and those in attendance and always kept with staff and equipment. Frequent hand hygiene should be required including but not limited to, hand hygiene upon arrival and departure of the building.
- Staff, volunteers, and those in attendance are required to report any symptoms of COVID-19 or close contact to a person known with COVID-19 to the staff, and Director as soon as possible. No one should attend events if feeling sick or any of the following apply:
  - a. Has any symptoms of COVID-19 (see Universal Guidelines for potential symptoms)
  - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past fourteen (14) days.
  - c. Traveled in the past fourteen (14) days either:
    - i. Internationally (outside the U.S.),
    - ii. By cruise ship, or
    - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
- Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for discontinuation of isolation:
  - a. At least ten (10) days have passed since symptoms first appeared AND
  - b. At least three (3) days (72 hours) have passed since recovery (recovery is defined as resolution of fever while not taking any fever-reducing medications plus improvement in other symptoms)
- If back-to-back building usage is necessary, there should be enough time scheduled to allow adequate cleaning of building between usage.
- No individuals or groups other than from New England are allowed usage of the building.
- It is understood that this is a temporary permit which can be revoked, eliminated, or extended due to the fluidity of COVID-19 and / or non-compliance.





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**BUILDING USE POLICY AGREEMENT**

*On behalf of the organization / group, I have read, understand, and will abide by the BUILDING USE POLICY associated within this request and accept the legal and financial responsibilities involved within this request and in the use of facilities owned by the Town of Gorham, NH.*

**Organization Name (if applicable):** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BUILDING USE COVID-19 POLICY AGREEMENT**

*On behalf of the organization / group, I have read, understand, and will abide by the BUILDING USE COVID-19 POLICY associated within this request and in the use of facilities owned by the Town of Gorham, NH.*

**Organization Name (if applicable):** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BUILDING ASSUMPTION OF RISK AND WAIVER OF LIABILITY POLICY**

*Intending to be legally bound hereby, the undersigned agrees and does hereby release from liability and to indemnify and hold harmless the Town of Gorham, and any of its employees or agents representing or related to the Town of Gorham as regards to Parks & Recreation Department Building Usage. This release is for all liability for personal injuries (including death) and property losses or damage occasioned by, or in connection with any activity or accommodations for said usage. The undersigned further agrees to abide by all the rules and regulations promulgated by the Town of Gorham and / or its affiliate groups and vendors throughout the term of building facility use.*

**Organization Name (if applicable):** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TOWN OF GORHAM, NH**  
**SPECIAL INCIDENT REPORT – BUILDING / FACILITY**

Department: Town of Gorham, Parks & Recreation

Primary Contact: Jeffrey S. Stewart, Director

Contact Information – Phone: 603-466-2101      Email: [jstewart@gorhamnh.org](mailto:jstewart@gorhamnh.org)

Incident / Accident Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Incident / Accident Time: \_\_\_\_\_

Location of Incident / Accident: \_\_\_\_\_

Description of Incident / Accident:

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Building / facility used with permission: Yes / No (circle one)

User's purpose of building / facility use: \_\_\_\_\_

User's Name: \_\_\_\_\_

User's Address (full): \_\_\_\_\_

User's phone #: \_\_\_\_\_

User's business phone #: \_\_\_\_\_

User's relationship with business: \_\_\_\_\_

User's date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Describe damage to the building / facility (if applicable):

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Witnesses of incident / accident (if applicable):

Witness #1

Witness #2

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

*Information below to be filled out by Director:*

Where can damage be seen: \_\_\_\_\_

When can the damage be seen: \_\_\_\_\_

Estimated cost of damage: \_\_\_\_\_

