



Parks & Recreation Department

48 Lebanon Street
Hanover, NH 03755

John Sherman, Director
Telephone: (603) 643-5315
HPRreservations@hanovernh.org

PUBLIC SPACE USE & RENTAL POLICY (19JULY16)

PHILOSOPHY & PRIORITY

1. The Hanover Recreation grounds are available for general community use for such functions as sporting programs or special events sponsored by private, for-profit or non-profit groups when not in conflict with the primary uses of the location.
2. Application of use will be accepted a maximum of 6 months prior to the date requested.
3. No reservations will be held or booked until the application form is filled out and approved by the Facility Manager.
4. Future reservations will not be accepted if outstanding balances are due.
5. HPR property shall not be used to run programs that sell items for profit unless authorized by the Town Manager. Fundraising events may be allowed with approval from the HPR Director.
6. Permission for groups composed of minors (under 21 years of age) to use the HPR grounds will be granted only to adults who accept responsibility for supervising them throughout their activity.
7. The HPR Director or his designee reserves the right to cancel or suspend, at their discretion, any activity which disregards the Department's rules and regulations.

ZERO TOLERANCE AT HPR FACILITIES

1. As per town policy, use of alcohol, drugs, steroids or other illegal substances is forbidden. Use of such will result in immediate suspension of violator(s).
2. Anyone suspected of drinking, using drugs or exhibiting behavior considered inappropriate will be asked to leave property immediately. A penalty or suspension may be applied.
3. In addition, as noted by town of Hanover policy, smoking is prohibited in all town buildings and on all Town property.

LOSS OR PROPERTY DAMAGE

The supervisor assumes responsibility of any costs for damages incurred during the event. In consideration for being permitted to use the facilities the supervisor exempts and releases the Town of Hanover from and against all liability, claims, and demands, on account of injury, loss or damage which may occur as a result of such use. The supervisor may be asked to provide proof of insurance dependent on purpose of use, as outlined below.

INSURANCE

Depending upon the nature of the proposed use and as a precondition of using the Center or any other Town of Hanover recreation facilities for such purpose, the Town of Hanover may require that the user shall name the Town as an additional insured on its liability insurance policy or policies and provide the Town with certificates of such insurance. Required coverage amounts shall be a minimum of \$2,000,000 per occurrence. However, if the organization is waived by the Town Manager, then such insurance shall not be required.

Certificates of liability binders and full payment MUST be completed and on file with the Recreation Department a minimum of five (5) days before your scheduled event.



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RULES & REGULATIONS

To protect and to ensure the safety of everyone, all rules must be followed. Any violations will result in immediate loss of rental privileges and possible denial of future use requests.

1. No smoking or use of tobacco products in or on any HPR property.
2. Alcoholic beverages, drugs, open fire, or firearms are not allowed in or on any HPR property.
3. No foul language allowed in or on any HPR property.
4. Any person who interferes with the orderly conduct of games or play will be required to leave HPR property.
5. No games of chance or gambling may be conducted on HPR property without prior approval by the Town Manager
6. Please respect the property of others.
7. Motorized vehicles are not allowed on fields.
8. Re-lining of fields may be allowed with prior HPR approval.
9. Renters are responsible for portable toilet arrangements and costs incurred.
10. HPR has adopted a carry-in, carry-out policy and asks that all renters respect this request. The trash cans are in place for the short-time, drop-in park users.
11. No installation of outside equipment, i.e. Bounce House, Petting Zoo, is allowed on Town property due to safety and liability issues.

7.19.16