



Parks & Recreation Department

48 Lebanon Street

Phone:

(603) 643-5315

Hanover, NH 03755

Email:

parksandrec@hanovernh.org

RWB Community Center Renter Rules and Responsibilities

Security Deposit: We require a 50% deposit at time of reservation. If not paid within 24 hours, the reservation will not be held.

Cancellation Policy: If you cancel the reservation before 10 business days (Monday-Friday) prior to your reservation date, you will receive your security deposit back. If you cancel the reservation within 10 business days of your reservation date, you forfeit the security deposit.

Payment: Full payment of reservation fee will need to be paid no later than 24 hours before the reservation time and date. Payment can be done by credit card, check, or cash.

****An adult must be in the event room at all times****

Additional Fees

Hourly Rate for Additional Cleaning if Needed: \$150/hour

Rules

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

1. No smoking or use of tobacco products in or on the grounds of the Center.
2. Alcoholic beverages, drugs, open flames, fog machines or firearms are not allowed in or on the Center property.
3. No running, horseplay or foul language allowed in or around the Community Center.
4. No pets allowed, with the exception of aid dogs.
5. Any person who interferes with the orderly conduct of games or play will be required to leave the facility.
6. No games of chance or gambling may be conducted in the Community Center without prior approval by the Town Manager
8. Please monitor noise level, especially during normal operating hours, keeping in mind that there are offices in the building.
9. Please respect the property of others.
10. While using the Multi-Purpose Room for recreational activities, sneakers and/or rubber-soled shoes must be worn to engage in any activity.



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Responsibilities as a Renter

- 1. Tables/Chair:** The stacked tables and chairs are available for your use. Before putting the chairs and tables away, be sure to use the spray cleanser and paper towels, which can be found in the kitchen, to “de-sticky” everything.
- 2. Decorations:** Balloons and streamers are welcome, NO GLITTER/CONFETTI. All balloons need to be secured to ensure they don’t float to the ceiling where they can get tangled in the ceiling fans. Streamers and wall decorations can be masking taped to the wood walls. The only walls that are off limits are the beige and green sheetrock walls. Please remove all tape when cleaning up.
- 3. Kitchen Use:** The stoves, ovens, micro-wave, refrigerators, dishwasher, ice machine, freezer and all other kitchen equipment and accessories are available for you to use. We do, however, ask that you clean up, put dishes AWAY and leave the kitchen as you found it.
- 4. Sound System:** is available, with children’s CDS, for your use. The sound system is also IPOD compatible if you wish to bring your own music.
- 5. Blow Up Bounce House:** *It is the responsibility of the renter to set-up and take down the bounce house.* There is a 400 pound limit (no adults, please!), generally 4 – 5 children at a time, BUT NO MORE THAN SIX, with no child weighing over 100 lbs. It is up to you to regulate the number of children in the bouncer at one time. We recommend that you serve any foods after the bouncer has been used. Only children allowed in the Bounce House. Please, no balloons, food/liquids, toy, streamers, etc. in the Bounce House.
- 6. Gymnastic Mats & Soft Furniture:** You are welcome to use mats/furniture but please clean them off completely before restacking mats and restacking furniture.
- 7. Gym lights:** The key will be found on the same key ring that the dumpster key and front door key are on.
- 8. Trash:** Any trash you generate must be brought to the dumpster in the front parking lot. You will find clean bags at the bottom of each barrel. Try not to allow cups or cans with liquid to go directly in the trash or you may end up with a drippy mess on the way to the dumpster. Our trash cans are on wheels, so please wheel them to the dumpster to avoid drips.
- 9. Floor Cleanup:** Mops, vacuum cleaner, brooms and a dust pan can be found in the backpack storage closet, room 104.
- 10. Key Return & Building Lock Up:** After all the cleanup is completed and lights are out, please drop the key in the Key Drop slot, Community Center Program Manager Office 105, next to the reception area. Use the allen wrench/hex key to lock the front doors, testing the doors after you exit.

If you have any problems call Hanover Police Dispatch at (603) 643-2222.