



Parks & Recreation Department

48 Lebanon Street
Hanover, NH 03755

Phone: (603) 643-5315
Email: HPRreservations@hanovernh.org

RWB COMMUNITY CENTER RULES (03JUNE22)

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

Payment: Full payment of your reservation fee must be made 10 business days (Monday-Friday) prior to your reservation date. If full payment is not received before 10 business days of your reservation date, your reservation will be cancelled, and you forfeit your security deposit.

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, no deposit will be issued.

Damage Fee: If damage occurs as a result of your rental (as determined by our closed-circuit security system) a \$250 fee will be assessed to your account.

Cleaning Fee: If additional staff cleaning is required as a result of your rental a \$250 fee will be assessed to your account.

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. An adult must be in the event room at all times
2. No smoking or use of tobacco products in or on the grounds of the Community Center.
3. Alcoholic beverages, drugs, open flames, fog machines or firearms are not allowed in or on the Community Center property.
4. No running, horseplay or foul language allowed in or around the Community Center.
5. No pets allowed, with the exception of aid dogs.
6. Any person who interferes with the orderly conduct of games or play will be required to leave the facility.
7. 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 non-marking soled shoes must be worn to engage in any activity.

Connecting you to explore our community, enrich your life and expand your experiences.

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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 clean everything.
- 2. Decorations:** Balloons and streamers are welcome, **NO GLITTER**. 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 Bluetooth compatible and has a 3.5mm headphone jack if you wish to bring your own digital music.
- 5. Blow Up Bounce House:** 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. 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.