

**\*\*\*PLEASE TAKE A MOMENT TO REVIEW FACILITY USE POLICIES ON THE REVERSE\*\*\***

## **FACILITY USE POLICIES**

### **Facility/Field Use Request**

All facility and field use rentals must complete a Packard's Field Use Request or a Waterville Valley Recreation Department Facility Use Request in order to use a field or facility for a private and/or public event. Requests are available at the Waterville Valley Recreation Department.

### **Facility/Field Use Confirmation/ Denial**

After initial requests are received, they will be approved or denied. A confirmation or denial letter will be sent as soon as possible.

If a request is confirmed, it is the responsibility of the contact person making rental arrangements to review the confirmation carefully. If there are discrepancies, the recreation director must be notified as soon as possible. If the recreation is not notified, it will be presumed that the information stated in the confirmation is correct.

### **Securing Confirmation**

To secure rental, full payment is required at least 14 days prior to the rental. If full payment is not received, facility/field use may be forfeited.

### **Facility/Field Use Fees**

Fees for use are predetermined and outlined in the letter attached to the facility/field request.

After the initial deposit for use is received, an invoice will be mailed to the contact address with the remaining balance. The remaining balance must be received prior to facility use, payment can be made on the day of (or first day of) use.

### **Cancellation**

If circumstances require that you cancel your event, please notify the recreation director as soon as possible. Cancellations made 7 days prior to rental will receive a full refund. In the event that inclement weather requires field use cancellation, it is required that the recreation director be contacted as soon as possible **before** scheduled use of the field. It is our policy to try to reschedule field use. If this is not possible, arrangements will be handled on a rental by rental situation. Please keep in mind that there are variety of tasks that recreation department staff do to prepare for your rental, therefore, letting us know in advance of a cancellation or possible cancellation is greatly appreciated.

### **Responsibilities**

When renting a facility or field with the Town of Waterville Valley you agree to adhere to the following responsibilities. Failure to abide by these responsibilities or misrepresenting information on use request form(s) can result in termination of use and/or additional fees. If there are questions, please speak with the recreation director for clarity.

1. Set-up and take downs are the responsibility of the organization and contact person listed on the use request form.
2. Vehicles are not permitted on Packard's Field. Permission may be obtained in writing from the recreation director leading up to the event, in most circumstances this permission may not be granted until the day of the event. It is best to notify the recreation director of this desire so she/he is available to grant permission. Damage fees will be enforced if vehicles are on the field without permission.
3. Clean-up and trash removal is the responsibility of the using organization. Fees will be enforced if excessive waste is not removed at the end of field use at a rate of \$20 per hour, per person.

**Thank you for renting a facility or field with the Town of Waterville Valley. We appreciate that you and your organization adhere to these policies and responsibilities to secure future use for other organizations.**

