



Waterville Valley Recreation Dept

Phone: 603-236-4695

Mailing address: PO Box 500, Waterville Valley NH 03215



Gymnasium/Multi Purpose Room Rental

Event Date: _____ Start Time: _____ am/pm End Time: _____ am/pm

Name (Organization/Individual) _____

Contact person _____

Address _____ E-mail _____

Cell Phone _____ Alternate phone _____

Anticipated number of participants/guests _____

Check the appropriate rental:

Gym _____

MPR(Multi Purpose Room) _____

Gym/MPR Combo _____

- **Alcohol, smoking, e-cigarettes and illegal substances are NOT permitted on Recreation Department property.**
- **Non-marking sneakers must be worn in the gym.**

Gym/MPR Rental Policies:

Rental Fee/Deposit:

Rental fee is due 30 days prior to rental date.

Our cancellation policy:

- 14+ days prior to rental date you will be refunded 100% of your rental cost.
- 7-13 days prior you will receive a 50% refund.
- 6 days or less of your rental there is no refund.

Securing Confirmation:

Reservations made within 30 days of event date must be paid in full at time of reservation.

If full payment is not received facility use may be forfeited.

FACILITY/FIELD 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.

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.
4. Adult supervision required for people under the age of 21.
5. Any damages to the property or any injury to any person must be reported to the recreation department within twenty-four (24) hours of said occurrence.
6. The Town of Waterville Valley reserves the right to require police presence – the cost shall be the responsibility of the renter.
7. No permission shall be granted to any organization that discriminates due to gender, race, color, creed, religion, sexual orientation.
8. The applicant/organization shall be responsible for any damage to the property resulting from its use thereof, whether by accident or otherwise, and shall pay the entire cost of such damages.

I have read and understand the rules and regulations, as stated above, governing the use of the facilities. The organization and/or individuals for which this application is intended will abide by these rules and assume total responsibility in connection therewith. Any violation of policies will constitute a forfeiture of deposit.

Authorized signature _____ Date _____

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.