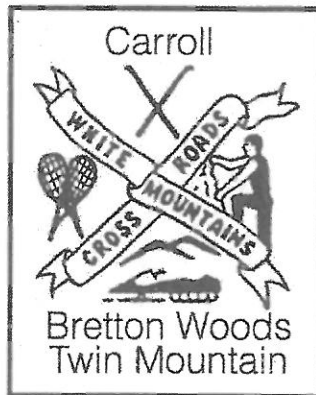

Town of Carroll

Community Room Usage Policy



March 9, 2020

*Town of Carroll, New Hampshire
Town Hall
92 School Street
PO Box 146
Twin Mountain, NH 03595*

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Town of Carroll Community Room Usage Policy

Location

The Carroll Town Hall is located at 92 School Street, Twin Mountain, New Hampshire 03595.

Available Space

The Community Room, located on the west side of Town Hall, can accommodate up to 171 people, based on furniture arrangement. See *Community Room Event Seating Layouts* on page 6 for details.

A servicing kitchen is available, equipped with a sink, refrigerator, range, microwave oven and range hood. It is NOT to be used as a food preparation kitchen where grease splatter and fumes are created.

There are folding tables and chairs available for use in the rear storage closet. All tables and chairs must be returned to their appropriate carts and stored at the completion of every event.

The space is climate-controlled year-round. The restrooms in the lobby are handicap accessible.

Accessibility

The Community Room is completely accessible to persons with disabilities in accordance with the Americans with Disabilities Act (ADA).

Parking

Parking is located on the south side of Town Hall. Additional parking is located along School Street. Under no circumstances is parking permitted in restricted areas around the Public Safety building.

Hours of Availability

Normal hours of operation are 8:00 a.m. until 11:00 p.m. Events outside the normal hours of availability will be considered upon request by contacting the Selectmen's Office at 603-846-5754.

Scheduling

Anyone requesting use of the Community Room must first contact the Selectmen's Office. A *Town of Carroll Community Room Use Application* must be completed, and a security and key fob deposit and a non-refundable cleaning fee paid prior to confirmation of reservation.

The security and key fob deposit and non-refundable cleaning fee are waived for Town of Carroll boards, committees and commissions, and all Carroll Police Department and Twin Mountain Fire and Rescue Department uses. The Select Board may waive the security and key fob deposit and the nonrefundable cleaning fee for other uses at its discretion.

In the event of a scheduling conflict, priority shall be given to town boards, committees and commissions, and all Carroll Police Department and Twin Mountain Fire and Rescue Department uses. All other approved requests for the Community Room will be accepted in the order of receipt.

The Community Room is available for private events; the person designated as responsible for the event must be a Carroll resident and must attend the event.

Security and Key Fob Deposit and Cleaning Fee

A refundable security and key fob deposit of **\$250.00** shall be collected when a request is submitted for use of the Community Room. The deposit will be returned after satisfactory inspection of the Community Room and serving kitchen area following the event, and return of the key fob.

A non-refundable cleaning fee of **\$100.00** shall also be collected when a request is submitted.

Cancellation Policy

In the event of a cancellation, written notice shall be given to the Town of Carroll within **fourteen (14) calendar days** of the scheduled event. A full refund will be issued if proper notice was received. If a cancellation notice was not received within the specified time, the security and key fob deposit and cleaning fee will be forfeited. All funds will be returned according to the Town's refund schedule.

Refund Schedule

Upon request in writing, a refund will be issued by the Town of Carroll in the form of a check and will be sent by mail within **four (4) to six (6) weeks** of the request. A cancellation fee may apply.

Town Hall Rules and Regulations

Users of the Community Room are subject to all existing Town ordinances and State regulations.

The individual, group or organization listed on the *Town of Carroll Community Room Use Application* shall be held responsible for the proper use of the Community Room and for the conduct of all persons attending and shall insure that all activities are confined to the areas requested and the hours listed on the application. In the event that property loss or damage occurs during such use or occupancy of the Community Room, including other areas of Town Hall, the parking area, and landscaping, the amount of damage shall be determined by the Select Board or their designee. An invoice for damages will be presented to the individual, group or organization occupying the Community Room during the time that loss or damage was sustained. Failure to pay for damages within a reasonable period of time may result in barring the individual, group or organization from future use of the Community Room and any legal action determined appropriate by the Select Board.

Users shall provide any necessary police and/or fire protection details as per Town ordinances through coordination with the Police Chief and/or Fire Chief.

Posters, decorations, and displays must be removed at the end of an event. Items may only be attached using painter's tape. Fasteners, staples or pins of any kind are not permitted under any circumstances.

Materials and leaflets, which advocate the election of a candidate, political or otherwise, must be removed at the end of the event.

Signs advertising an event shall not be placed on Town property without the expressed permission of the Select Board or its designee.

All minors must have appropriate adult supervision.

No food or other perishables are to be left in the Community Room following an event.

The Town will not be responsible for articles left in the facility.

THERE SHALL BE NO SMOKING OR USE OF ILLEGAL SUBSTANCES OF ANY KIND WITHIN THE BUILDING. Any consumption of illegal substances by a member of the organization or an attendee shall forfeit the right of that organization or individual to use the property. Alcoholic beverages may be consumed during events if approved by the Select Board. Use of alcohol in or on Town facilities requires compliance with NH RSA 507-F and police coverage in accordance with NH RSA 105:9.

A police and/or fire protection detail may be required at the user's expense.

All trash shall be removed from the Community Room at an event's conclusion, and removed from town property by the person responsible for the event.

When leaving the facility at the end of the event, the person responsible must ensure that all doors are locked and the lights are turned off.

The Town of Carroll reserves the right to refuse use of its grounds to anyone other than a Carroll resident. If a Carroll resident requests the use of the Community Room on behalf of a person or persons who are not residents of Carroll, then the non-residents must be members of the applicant's immediate family (grandparents, parents or siblings) and the resident must attend the event.

The Town of Carroll reserves the right to refuse use of its grounds for functions that conflict with its mission or as determined by the Select Board.

Access to Community Room

Once a completed *Town of Carroll Community Room Use Application* has been submitted and approved, along with the security and key fob deposit and non-refundable cleaning fee, an electronic key fob will be issued to the applicant that will permit the Town Hall outer door and the Community Room access door to be electronically unlocked. The key fob will be usable only on the day of the scheduled event and will expire at the designated ending time of the event. Any attempted use of the key fob at any town facility other than on the day of the scheduled event will be reported to the Carroll Police Dept.

Security Cameras

Town of Carroll facilities are equipped with security cameras, used in accordance with *Town of Carroll Security Camera Usage Policy* established by the Select Board. Applicants for use of the Community Room are urged to review the policy prior to submitting an application for use of the Community Room. Any tampering with or attempt to disable a security camera during a scheduled event will be reported to the Carroll Police Department for review and action, and the applicant's security and key fob deposit will be forfeited.

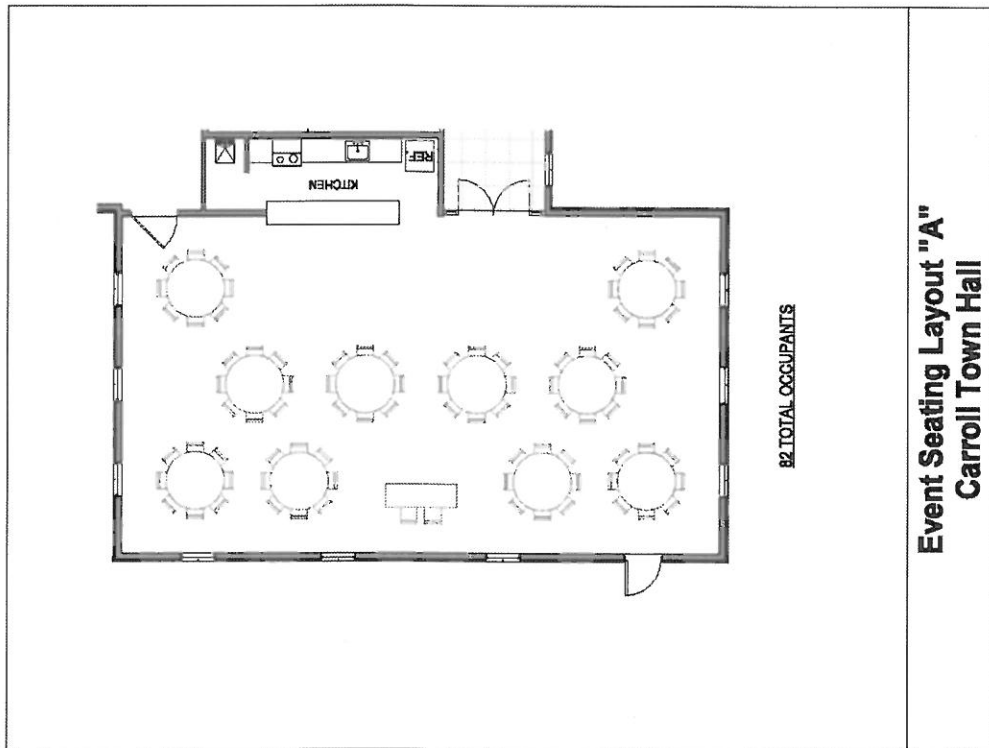
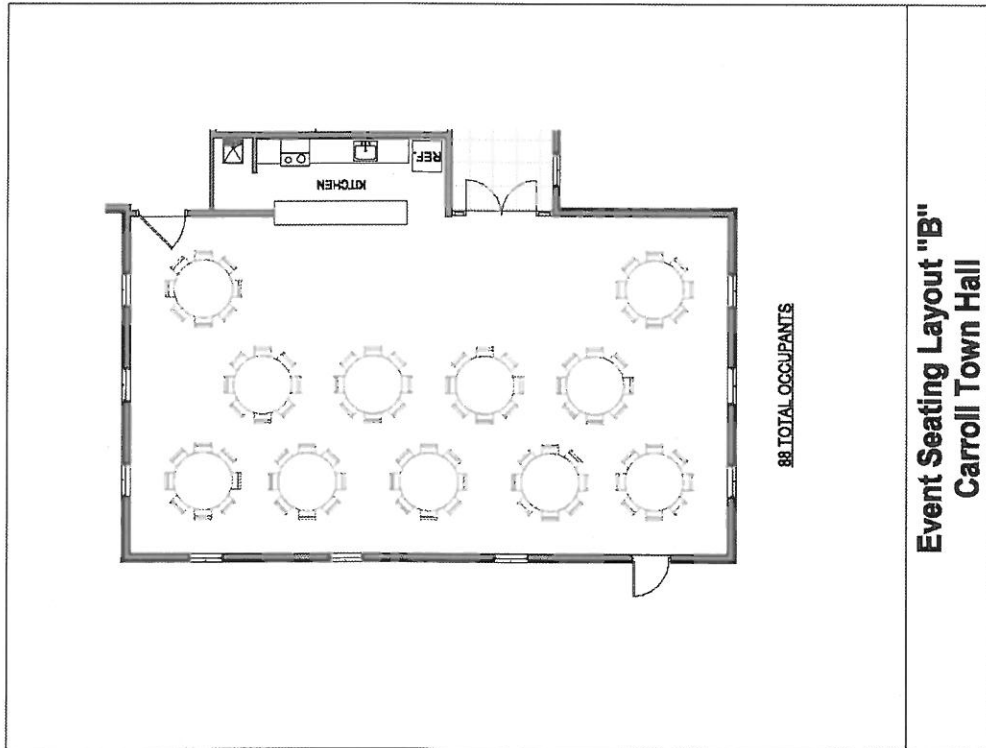
How to Reserve the Community Room

Review the *Town of Carroll Community Room Usage Policy*, which is available at the Selectmen's office or online at <http://www.townofcarroll.org>, and submit a completed *Town of Carroll Community Room Use Application*. The security and key fob deposit and non-refundable cleaning fee must be submitted prior to confirmation of reservation.

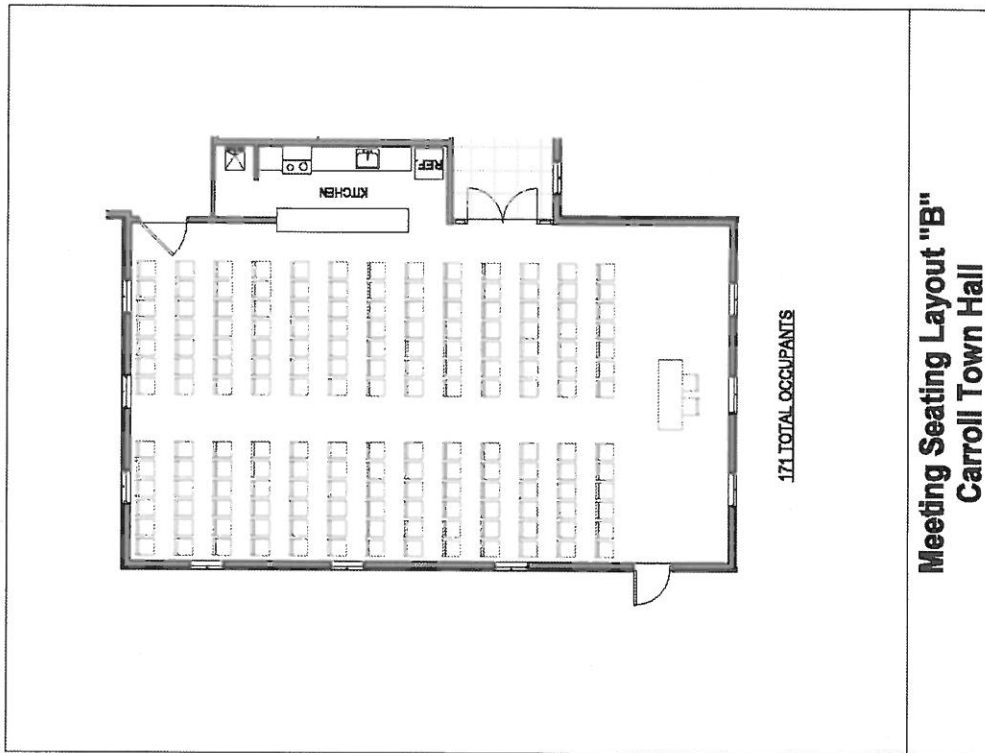
Questions

If you need more information or have questions, contact the Town of Carroll administrative assistant at 603-846-5754 or via email to selectmen@townofcarroll.org. Completed forms may be submitted via USPS to Town of Carroll, Selectmen's Office, 92 School St., PO Box 146, Twin Mountain, NH 03595.

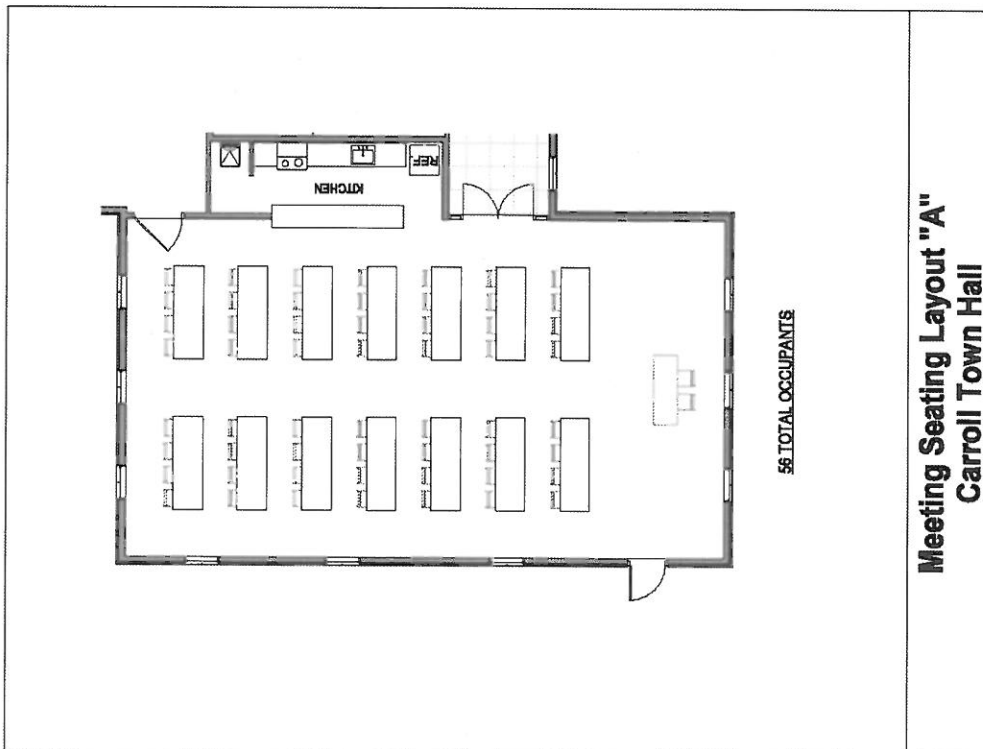
Community Room Event Seating Layouts



Community Room Meeting Seating Layouts



**Meeting Seating Layout "B"
Carroll Town Hall**



**Meeting Seating Layout "A"
Carroll Town Hall**

Checklist

Prior to event

- Obtain and read *Town of Carroll Community Room Usage Policy* (this document) at the Selectmen's office in Town Hall, 92 School Street, Twin Mountain, New Hampshire 03595 or online at www.townofcarroll.org.
- Contact Selectmen's office (603-846-5754) or visit Town Hall to determine if the Community Room is available on your date(s) of interest.
- If date(s) is/are available, fill out *Town of Carroll Community Room Use Application* (in this document) and submit:
 - Completed application
 - Note that alcohol service or consumption requires prior Select Board approval and may require a police or fire department detail at user's expense.
 - Non-refundable cleaning fee (if applicable)
 - Security and key fob deposit (if applicable)
- When notified of approved application, obtain the key fob from Selectmen's office for entry into Town Hall and Community Room.
- Be sure to review the "Community Room Event Seating Layouts" and "Community Room Meeting Seating Layouts" pages in this document. If the attendance at your event or meeting will exceed the posted limits, you must contact the Fire Chief to discuss your plans.

During the event

- Town of Carroll resident who completed the application must be in attendance and monitoring event to ensure compliance with all rules of use.
- Contact Carroll Police Department at 911 (emergency) or (603) 846-2200 (non-emergency) if assistance is required.

After the event

- Clean Community Room, including serving kitchen area. No food or beverages may be left behind.
- Clean bathroom areas and remove trash.
- Return all tables and chairs to their proper storage location.
- Remove all trash.
- Ensure all guests have left the building.
- Turn out all lights; note that one light remains on in public entry lobby.
- Ensure all doors and windows in the Community Room and public entry door are secured.
- On the next business day, return key fob to the Selectmen's office and report if there were any problems of note with the Community Room during the event.
- Once the key fob has been returned and the Community Room is inspected and deemed clean and undamaged, your security and key fob deposit will be processed for return.



Town of Carroll
 Selectmen's Office
 92 School Street
 PO Box 146
 Twin Mountain, NH 03595
 Tel. 603-846-5754
 Fax 603-846-5713



Town of Carroll Community Room Use Application

1. Name of Applicant: _____
2. Type of event (Check one):
 Meeting ___ Training ___ Show/Exhibit ___ Social Gathering ___ Other (describe) _____
 (NOTE: The Town of Carroll does NOT have a license to show COPYRIGHTED movies/videos)
3. Event description: _____
4. Date of event: ____/____/____ Time: from ____ (a.m./p.m.) to ____ (a.m./p.m.)
5. Estimate of attendance: Total number: ____
6. Applicant/Person responsible for event:
 Name: _____ Address: _____
 City, State, and ZIP Code: _____
 Phone: _____ Email: _____

I have read and understand the *Town of Carroll Community Room Usage Policy*. I take full and complete responsibility to ensure that all participants adhere to the policy. If alcohol service and/or consumption is planned during the event, I understand I must secure approval from the Town of Carroll Select Board.

 Signature of Applicant/Responsible Party

 Date

Please submit completed form along with full payment to:
Town of Carroll, 92 School Street, PO Box 146, Twin Mountain, NH 03595 NH

For Office Use Only

Security and Key Fob Deposit: \$250.00 Non-Refundable Cleaning Fee: \$100.00

Total Deposit & Fee = \$ _____ Full payment received: ____/____/____ Check # _____

Alcohol service/consumption (if "YES", approval required by Select Board): Yes ___ No ___

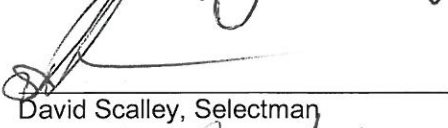
Signature of Select Board representative and date: _____

Signature Page


Adopted by Town of Carroll Select Board on March 9, 2020


Bonnie Moroney, Chair

3/9/2020
Date:


David Scalley, Selectman

3/9/2020
Date:


Rob Gauthier, Selectman

3/9/20
Date: