



EXETER PARKS AND RECREATION DEPARTMENT
32 COURT STREET EXETER, NH 03833
<http://town.exeter.nh.us>, PHONE: 773-6151; FAX: 773-6152
OFFICE WINDOW HRS: MON – FRI, 8:15am TO 4:15pm



RECREATION FACILITY USE APPLICATION:

Application is hereby made for the privilege of using (Please check): * See fee information below

- | | | |
|---|---|--|
| <input type="checkbox"/> Recreation Center-Small Room | <input type="checkbox"/> Gilman Park | <input type="checkbox"/> Recreation Park Pavillion |
| <input type="checkbox"/> Recreation Center-Large Room | <input type="checkbox"/> Brickyard Park | <input type="checkbox"/> Planet Playground |
| <input type="checkbox"/> Exeter Senior Center | <input type="checkbox"/> Park Street Common | <input type="checkbox"/> Daniel R. Healy Pool |
| <input type="checkbox"/> Town House Common | <input type="checkbox"/> Boat Rack | <input type="checkbox"/> Tennis Courts |

****Note: To avoid conflict and confusion with other groups as well as our scheduled maintenance please allow for set-up and clean-up time if necessary; your group will be expected to arrive and/or depart at the time we have scheduled for you.**

Beginning on (date) _____ and Ending on (date) _____

from _____ (am/pm) to _____ (am/pm) for the purpose of: _____

Number of persons expected to participate: _____ Number of tables/chairs: _____

Food/Beverage served? _____ Is there any group related admission fees? _____

Boat Information: Type/Make/Model _____ Color _____ Number (if available) _____

Additional Info/dates/times: _____

On behalf of _____
 (Organization/individual)

Officers or chief representative: _____
 (PRINT) (Contact person)

Address: _____ City/Town: _____ Telephone: _____

E-Mail Address: _____ Alt: Contact #: _____ Fax # _____

The applicant must provide a certificate of insurance when requesting usage of any town property or building with the exception of the boat rack usage. Required amounts: General Liability/Bodily Injury/Property Damage (combined) \$300,000/\$1,000,000 with additional personal injury of \$300,000 AND the Town of Exeter listed as an additional insured.

BUILDING RENTALS:

Recreation Department: \$40.00/private/social use
 Recreation Park Pavillion \$25.00/private/social use

BUILDING RENTALS:

Senior Center: \$40.00/private/social use
 Custodial Services: \$18.00 per hour + facility fee
 (Required for social event w/ food/drink)

FIELD USE:

Recreation Park, Brickyard Park & Park Street Common \$25.00/3 hours
NO FEES WILL BE CHARGED TO LOCAL YOUTH ORGANIZATIONS \$50.00/Daily
 \$75.00/Weekend

POOL RENTAL:

Group Rental \$125.00/25 people, Additional \$25.00 over 25 people
 Long Term Rental \$40.00/hour

Pool rentals available only Saturdays and Sundays, 5:30pm – 7:00pm

TENNIS COURT RENTAL:

Instructional Rental: \$10.00/hour/court
 Instructional Rental (Long Term) \$1.00/hour/court

BOAT RACK: * No Fees are associated with the usage of the Boat Rack.

PLEASE READ REVERSE SIDE

RULES AND REGULATIONS GOVERNING USE OF RECREATION FACILITIES

The Parks and Recreation Department of Exeter is pleased to cooperate and to extend to the public the use of its facilities. In return, the Department expects the property to be respected and protected from any damages. This form explains the rules and regulations under which its use is made possible and to clarify the responsibilities of which the Parks and recreation Department and the organization utilizing public facilities. Application for the use of the facilities shall be made **in advance of the date on which the use of the facilities is desired.**

1. **Per Town Policy, the applicant must provide a certificate of insurance when requesting usage of any town property or building. No exceptions.** Required amounts: General Liability/Bodily Injury/Property Damage (combined) \$300,000/\$1,000,000 with additional personal injury of \$300,000 AND the Town of Exeter listed as an additional insured. No certificate of Insurance is necessary for usage of the boat rack.
2. **Sign out key at the Exeter Police Station with facility conformation receipt prior to building use and drop off key after use.**
3. Organizations/applicants must provide their own trash bags; Disposal will be provided in the dumpster located outside the facility. A key for the dumpster lock is placed on the wall by the kitchen door.
4. The carrying or consumption of alcoholic beverages, the use of profane or objectionable language and disorderly conduct is prohibited. Those violating such prohibition will be ejected from the premises and could face a fine.
5. Organizations or groups using the facilities shall see that all persons are completely out of the park area within the time specified in the approval application. No outdoor activity shall continue beyond 9:00 PM, unless approved by Director/Asst. Director.
6. No signs, posters, exhibit, banners, or decorations of any kind shall be hung in or about the park area which would in any way mar, or deface, same. Public address systems are prohibited unless approved in writing by the Exeter Parks and Recreation.
7. 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.
8. Any damages to the property or any injury to any person must be reported to the Department of Parks and Recreation within twenty-four (24) hours of said occurrence.
9. No permission shall be granted to any organization that discriminates due to gender, race, color, creed, religion, sexual orientation or geographical residency in Exeter.
10. No solicitation of funds shall be permitted unless first approved in writing by the Parks and Recreation Dept.
11. Dogs are not allowed in any town park except if they are used for handicapped purposes; Town Ordinance 9-907.11 A fine not more than \$100.00 may be used to enforce this regulation; Town Ordinance, Chapter 9-910.
12. The Town does not allow individuals to teach private tennis lessons on town courts without prior approval.
13. Glass containers are prohibited in parks.
14. The Town of Exeter does not allow vendors in any of the town parks without prior approval.
15. No overnight camping in the town parks without a permit & fires are prohibited.
16. The Parks and Recreation Department, at any time, reserves the right to change, amend the foregoing regulations or withdraw any organization or person the privilege of using park facilities, and all within its discretion.
17. The Town of Exeter is in no way responsible for any loss or damage, which might occur to any canoes, boats or any associated gear stored at the Town of Exeter Boat Rack.
18. Please notify the Parks & Recreation Department as soon as possible if boat is removed from rack prior to expected date. This helps the Town/Department in keeping accurate rack space availability.

I have read the rules and regulations governing the use of facilities, as stated hereof, and pledge that the organization and/or individuals for which this application is intended will faithfully execute those rules and assume total responsibility in connection therewith.

Signed: _____ Date of Application: _____

The above application conforms to the adopted policy of the Parks and Recreation Department, Town of Exeter, NH, and is hereby approved subject to exceptions, if any _____

Took Application (initial): _____ Approved: _____ Date: _____

Total Fees: \$ _____ Check #: _____ Credit Card: _____ No Fees charged: _____

Scheduled on calendar: _____ Certificate of Insurance received: _____