TOWN OF HOLLIS, NEW HAMPSHIRE

Facility Rental and Usage Policy

Adopted
October 11, 2010
February 10, 2014
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Town of Hollis Facility Request Form

- Name of Organization: ________________________________________________________________

  Nature of Organization:  
  - Town Committee ___________________  Private (Resident) ___________________  
  - Hollis Nonprofit ______  Regional Nonprofit ___________________  Community Organization__________

- Facilities available: Please indicate the facility you are requesting to use:
  - Lawrence Barn Community Center (LBCC)
  - Town Hall, Community Room
  - Town Hall, Upper Town Hall

- Please indicate nature of event:  
  - Meeting ________  Show/Exhibit________  Social Gathering________

  *NOTE: The Town of Hollis does NOT have a license to show COPYRIGHTED movies.

  Please describe: __________________________________________________________________________________

  Other: Please describe: ________________________________________________________________________________

- Please list date and time of event:  
  - _____ / _____ / ______  Time: ___________ to ___________

- Total number attending:  
  - Adults ___________  Minors ___________

  Age range of minors: ______________________________________

- Name of person responsible for event:  ________________________________________________________________

- Address: ________________________________________________________________________________________

- City: ____________________________  State: ______  Zip Code: __________

- Phone: (______) _________________  E-mail: __________________________

- I have read and understand the Town of Hollis Facility Rental and Usage Policy. I take responsibility to ensure that all participants adhere to the policy. I understand that a Certificate of Insurance must be filed with my request or I must sign a Facility Use Agreement and Release/Indemnification.

Signature of Responsible Party: ____________________________________________________________

Date: ________________________________________________________________________________

Please submit the completed form along with full payment to Hollis Town Hall located at 7 Monument Square, Hollis, NH.

<table>
<thead>
<tr>
<th>For Office Use Only</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fee = $_________</td>
<td>Full payment received _____ / _____ / ______  Check # ________________</td>
</tr>
<tr>
<td>Usage Fee $_________</td>
<td>Cleaning Deposit: $_________</td>
</tr>
<tr>
<td>Key Deposit $_________</td>
<td>Certificate of Insurance or Facility Use Agreement: Yes ____________ No ______________</td>
</tr>
</tbody>
</table>

Facility Rental and Usage Policy  www.hollisnh.org  Page 3
The Town Hall Rental and Usage Policy

Location

Hollis Town Hall is located at 7 Monument Square, Hollis, NH 03049.

Available Space

1. Town Hall, Community Room, first floor
   a. Serving kitchen with a refrigerator and microwave.

2. Town Hall, Upper Town Hall, second floor

Accessibility: The Community Room is completely accessible to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). The Upper Town Hall is NOT Handicap Accessible.

Parking: Parking is located on Monument Square Common. Additional parking is located behind the Hollis Social Library. Under no circumstances is parking allowed behind the Town Hall building.

Hours of Availability

Hours of Operation: 7:00 a.m.—11:00 p.m.

To inquire about available hours, contact the Hollis Town Hall at 603-465-2209. Requests for events outside the hours of availability will be considered upon request.

Description of Physical Space

Community Room: The Community Room, which is located on the first floor, can legally accommodate 88 persons based on New Hampshire guidelines. The space has a “serving kitchen” where users may heat up previously prepared meals. It is not intended as a cooking kitchen. The kitchen has a microwave, a refrigerator and a washing sink. The space is heated and air-conditioned. The bathrooms are handicap accessible.

Upper Town Hall: The Upper Town Hall, which is located on the second floor, can legally accommodate 50 persons based on New Hampshire guidelines. The space is heated but is not air-conditioned. The space does not have an available bathroom.

Scheduling and Rates

Every group requesting use of meeting rooms must first contact the Town Hall. A Facility Request Form must be completed and all fees paid prior to confirmation of reservation.

All fees and deposits are waived for Hollis Town Boards, Committees and Commissions.

In the event of a scheduling conflict, priority shall be given to Town Boards, Committees and Commissions. All other requests for meeting rooms will be accepted in the order of receipt.

Scheduled Monthly Meetings: The Town Hall meeting rooms are available free of charge to Hollis non-profit or community organizations for one regularly scheduled monthly meeting.

The Town Hall meeting rooms are available for private events. Hollis residency is required.
Prices are listed below. Payment in full shall be due prior to confirmation of reservation.

<table>
<thead>
<tr>
<th>Facility Type</th>
<th>Full Day</th>
<th>Meeting Fee 2-Hour Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hollis Community Organization/Non-Profit</td>
<td>$50.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Private Event (Resident Party/shower, other)</td>
<td>$50.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Regional Non-Profit</td>
<td>$50.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>More than 50% membership Hollis Residents</td>
<td>$50.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Regional Non-Profit</td>
<td>$100.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Less than 50% membership Hollis Residents</td>
<td>$100.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Deposits: Payment in full shall be due prior to confirmation of reservation.

Key Deposit: A refundable key deposit of $10.00 shall be required. The deposit will be refunded when the key is returned according to the provisions of the refund schedule.

Cleaning Deposit: A refundable cleaning deposit of $100.00 may be collected when a request is approved for use of the Community Room in which the kitchen will be used. The deposit will be returned after inspection of the meeting room/kitchen following the event.

Refund Schedule: Upon request in writing, a refund will be issued by the Town of Hollis in the form of a check and will be sent by mail within four to six weeks of the request. A cancellation fee may apply.

Cancellation Policy: In the event of a cancellation written notice shall be given to the Town of Hollis within 30 calendar days of the scheduled event. A full refund of all monies will be returned if proper notice was received. If your cancellation notice was not received within the specified time you will forfeit all rental fees. All applicable deposits will be returned according to the Town’s refund schedule.

**Liability Coverage**

Anyone wishing to use a meeting room of a Town facility, other than those elected or appointed by the Town, must provide a certificate of liability insurance naming the Town of Hollis as the insured party.

Individuals who wish to use the Town Facility must provide a certificate of event insurance and name the Town of Hollis as the insured party through their personal insurance OR sign a Facility Use Agreement and Release/Indemnification form.

If an event is being catered OR if an event is hiring a group to perform, the caterer or performance group must provide a certificate of insurance naming the Town of Hollis as an additional covered party. All fees and liability insurance, including endorsement to an individual’s policy naming the Town of Hollis as an additional covered party, must be submitted to the Town of Hollis Selectmen, Town Administrator or their designee at least 4 days prior to the event.

**Without proper liability coverage, any event may be cancelled.**
Town Hall Rules and Regulations

Users of town facilities are subject to all existing Town ordinances and State regulations.

The applicant and the organization shall be held responsible for the proper use of the facility and for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and the hours agreed to on the application and stated on the permit. In the event that property loss or damage is incurred during such use or occupancy of this facility, grounds, or fields, the amount of damage shall be decided by the Town of Hollis or designee; and a bill for damages will be presented to the group or individual occupying the facilities, grounds, or fields during the time that loss or damage was sustained.

All applicants for use of the Town Hall shall hold the Town of Hollis free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of these facilities.

Users shall provide any necessary police and fire protection as per Town ordinances.

Posters, decorations, and displays must be removed at the end of the event. Items may only be attached using painter’s tape. Thumbtacks and nails are not allowed under any circumstances.

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

Signs shall not be placed on Town property without the expressed permission of the Board of Selectmen.

The Executive table is not to be moved, unless prior arrangements have been made.

All minors must have appropriate adult supervision.

No food or other perishables are to be left in the facility.

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

THERE SHALL BE NO SMOKING OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND. Any consumption of alcoholic beverages or illegal substances by a member of the organization, audience, team, or attendee shall forfeit the right of that organization or individual to use the property.

When leaving the facility at the end of the event, the person responsible must ensure that all doors are locked, lights are out, and the key is returned to the Town Hall within four days.

The Town of Hollis reserves the right to refuse use of its grounds to anyone other than a Hollis resident. If a Hollis resident requests the use of a Town Hall meeting room on behalf of a person or persons who are not residents of Hollis, then the non-residents must be members of the applicant’s immediate family (grandparents, parents or siblings).

The Town of Hollis reserves the right to refuse use of its grounds for functions that conflict with its mission.
How to Reserve Space

To reserve space in the Town Hall:

1. Print the Facility Request Form and the Town Hall Rules and Regulations, which can be found at www.hollisnh.org and click on Calendars and How to schedule or add to calendar.

2. Submit the completed request form to the Hollis Town Hall. If the requested space is available, you will be asked to submit a Certificate of Insurance or the Facility Use Agreement and Release/Indemnification form along with any applicable fees and deposits to the Town of Hollis prior to confirmation of reservation.

Questions

If you need information or have questions, please contact:

**Telephone**
603-465-2209 X-103

**Fax**
603-465-3701

**Postal Address**

Hollis Town Hall
7 Monument Square
Hollis, NH 03049

**Electronic mail**
townhall@hollisnh.org
Mission

The Lawrence Barn Community Center’s mission is to provide the residents of Hollis, NH, a central community meeting place and to advance a diversity of programming for the creative, intellectual, social, and recreational enjoyment of Hollis residents.

History

The Lawrence Barn is a rare structure, spanning almost the entire agricultural history of Hollis with its double English-style timber frame with yet a third addition—three barns in one. The first and oldest barn, a four-bay barn, was built in the 1780s during the time of the American Revolution. It is as old as our country! Its beams were hand hewn from Hollis trees, and it is one of perhaps only a half-dozen double or triple English barns left in all of New England. The Lawrence Barn was originally located on Depot Road a mile south of its current location.

The Lawrence Barn is significant because it reflects so many common elements about the history of our community. The barn reflects the agrarian background of the Hollis community. It reflects our early architecture, the town’s socioeconomic base, and our cultural and agricultural heritage. We have no other barn standing in town that is as old, as significant in size and construction techniques, and as well preserved for its age.

The reconstructed interior barn frames are a great visual learning tool to easily view the chronological history and evolution of timber framing techniques used in the United States. Visitors can see where six different framing members come together in a very complex system of mortise and tenon joinery. These sophisticated joinery techniques and engineering skills had developed over the centuries in England and were utilized by the early colonists in our country. In this way, we can compare what was lost when the craft of timber framing was replaced by modern stick-built construction.

Facility Usage

Permitted
- community gatherings
- a meeting place for community organizations and clubs
- recreational and cultural activities
- enrichment programs
- shows and exhibits
- social events
- town use
- school use

Not Permitted
- Business Use
- Weekly regularly scheduled meetings except for programs sponsored by the Hollis Recreation Commission as determined by the Board of Selectmen.

Available Space

1. Large Common Area (30’ x 67’ or 2,000 sf)
2. Small Meeting Room (20’ x 32’ or 640 sf)
3. Serving Kitchen with Concession Stand

Accessibility: The Lawrence Barn Community Center (LBCC) is completely accessible to persons with disabilities in accordance with the Americans with Disabilities Act (ADA).
Parking: Parking is available. Motor vehicles are allowed on designated roadways and in parking lots only. Parking must be within the designated areas, and vehicles must not be parked in a manner, which would impede traffic. All-terrain vehicles are prohibited in recreation areas.

**Hours of Availability**

Hours of Operation: 7:00 a.m.—11:00 p.m.

To inquire about available hours, contact the Hollis Town Hall at 603-465-2209. Requests for events outside the hours of availability will be considered upon request.

**Description of the Physical Space**

**Large Common Area:**
This space is 30’ x 67’ or 2,000 sf. The volume of this space is large with a 14’ eve height and open space to the ridge at 24’. The space can legally accommodate 130 persons at tables or 278 persons seated theater style based on the State of New Hampshire Permit to Operate a Place of Assembly. The space is heated but is not air-conditioned.

**Small Meeting Room:**
This space is approximately 20’ x 32’ or 640 sf. The ceiling height is 9’10”. The space can legally accommodate 38 persons at tables or up to 80 persons seated theater style based on the State of New Hampshire Permit to Operate a Place of Assembly. The space is heated and air-conditioned.

**Kitchen/Concession:**
This space is 10’ x 20’ or 200 sf. It is a “serving kitchen” where users may heat up previously prepared meals. It is not intended as a cooking kitchen. The kitchen has a stove with an oven, a microwave, a refrigerator, a three-basin washing sink, and a separate hand sink. A Dutch serving door connects the kitchen area to the large meeting room. A serving window on an external wall allows direct access to the playing fields as a concession stand. All refreshment items must be brought at the time of the event and removed at the end of the event.

**Bathrooms:**
Bathrooms are located off of the small meeting room area and are handicap accessible.

**Scheduling & Rates**

In the event of a scheduling conflict, priority shall be given to Hollis non-profit community organizations and those programs, which increase the diversity of programming.

**Scheduled Monthly Meetings:**
The LBCC is available free of charge to Hollis non-profit community organizations for one scheduled monthly meeting. Regularly scheduled meeting dates are limited to weekdays, Monday – Thursday and Fridays prior to 3:00 pm.

**Recreation Programs:**
The Lawrence Barn Community Center is available for use for Recreation sponsored programs. In lieu of a session fee a $10 charge shall be included for each individual registered in the program.

**Non-Profit Special/Social Events:**
Rates below are for events other than scheduled meetings.

**Private Events:**
The LBCC is available for private events. Hollis residency is required. Private events shall not be scheduled more than 90 days in advance of the event.
Prices listed below are for a 4-hour session and the additional cost per hour to rent the facility. Payment in full shall be due prior to confirmation of reservation. Please include your set-up and clean-up time as part of your request.

<table>
<thead>
<tr>
<th></th>
<th>Meeting Fee 2-hour Maximum</th>
<th>Event Fee 4-Hour Session</th>
<th>Additional Cost Per Hour For Events Only Excludes Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hollis Community Organization/Non-Profit</td>
<td>$50.00</td>
<td>$100.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Private Event Party/shower, other</td>
<td>$75.00</td>
<td>$175.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Regional Non-Profit More than 50% membership Hollis Residents</td>
<td>$100.00</td>
<td>$200.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Regional Non-Profit Less than 50% membership Hollis Residents</td>
<td>$150.00</td>
<td>$300.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Deposits: Payment in full shall be due prior to confirmation of reservation. Usage Fees and Deposits will be waived for all Town of Hollis Boards, Committees and Commissions, Hollis Schools, Hollis/Brookline Schools, Hollis School Boards, and Hollis/Brookline Cooperative School meetings.

Key Deposit: A refundable key deposit of $10.00 shall be required. The deposit will be refunded when the key is returned according to the provisions of the refund schedule.

Cleaning Deposit: A refundable cleaning deposit of up to $500.00, as determined by the Town Administrator or his/her designee, shall be required. The deposit will be returned after inspection of the barn following the event. A cleaning checklist is available for your use.

Sound System/Microphone Deposit: A refundable equipment deposit of up to $500.00, as determined by the Town Administrator or his/her designee, shall be required. The deposit will be returned after a satisfactory inspection of the sound system has been completed.

Refund Schedule: Upon request in writing, a refund will be issued by the Town of Hollis in the form of a check and will be sent by mail within four to six weeks of the request. A cancellation fee may apply.

Cancellation Policy: In the event of a cancellation written notice shall be given to the Town of Hollis within 30 calendar days of the scheduled event. A full refund of all monies will be returned if proper notice was received. If your cancellation notice was not received within the specified time you will forfeit all rental fees. All applicable deposits will be returned according to the Town’s refund schedule.

**Liability Coverage**

Any community organization wishing to use the LBCC or other Town facility, other than those elected or appointed by the Town, must provide a certificate of liability insurance naming the Town of Hollis as an additional covered party.

Individuals who wish to use the LBCC must provide a certificate of event insurance and name the Town of Hollis as the insured party through their personal insurance OR sign a Facility Use Agreement and Release/Indemnification form.

If an event is being catered OR if an event is hiring a group to perform, the caterer or performance group must provide a certificate of insurance naming the Town of Hollis as an additional covered party. All fees and liability insurance, including endorsement to an individual’s policy naming the Town of Hollis as an additional covered party, must be submitted to the Town of Hollis Selectmen, Town Administrator or their designee at least 4 days prior to the event.

**Without proper liability coverage, the event shall be cancelled.**
Location
The Lawrence Barn Community Center is located at 28 Depot Road, Hollis, NH 03049.

How to Reserve Space
To reserve space in the LBCC:

1. Print the Facility Request Form and the LBCC’s Rules and Regulations, which can be found at www.hollisnh.org and click on Community and Lawrence Barn.
2. Submit the completed form to the Town of Hollis. If the requested space is available, you will be asked to submit a Certificate of Insurance or the Facility Use Agreement and Release/Indemnification form along with any applicable fees and deposits to the Town of Hollis prior to confirmation of reservation.

Questions
If you need information or have questions, please contact:

Telephone:
603-465-2209 X-103

Fax:
603-465-3701

Postal Address:
Lawrence Barn Community Center Coordinator
C/O Town Hall
7 Monument Square
Hollis, NH 03049

Electronic Mail:
townhall@hollisnh.org
LBCC Rules & Regulations

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

The applicant and the organization shall be held responsible for the proper use of the facility and for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and the hours agreed to on the application and stated on the permit. In the event that property loss or damage is incurred during such use or occupancy of this facility, grounds, or fields, the amount of damage shall be decided by the Town of Hollis or designee; and a bill for damages will be presented to the group or individual occupying the facilities, grounds, or fields during the time that loss or damage was sustained.

All applicants for use of the LBCC and the surrounding grounds and fields shall hold the Town of Hollis free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of these facilities.

Users shall provide any necessary police and fire protection as per Town ordinances.

Posters, decorations, and displays must be removed at the end of the event. Items may only be attached using painter’s tape. Thumbtacks and nails are not allowed under any circumstances.

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

Signs shall not be placed on Town property without the expressed permission of the Board of Selectmen.

All minors must have appropriate adult supervision.

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

THERE SHALL BE NO SMOKING OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND. Any consumption of alcoholic beverages or illegal substances by a member of the organization, audience, team, or attendee shall forfeit the right of that organization or individual to use the property.

All users are requested to assure that all trash and refuse are picked up at the conclusion of any event and placed in the trash receptacle area located in the outside shed. Additionally, the kitchen area and tables should be wiped clean. No food or other perishables are to be left in the facility.

Upon exit, both meeting rooms should be left in the standard set-up position. Note: There are photos in the small meeting room closet showing the standard set-up for both meeting rooms.

When leaving the facility at the end of the event, the person responsible must ensure that all doors are locked, lights are out, and the key is returned to the Town Hall within four days.

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

The Town of Hollis reserves the right to refuse use of its grounds for functions that conflict with its mission.
Floor Plan
Facility Rental and Usage Policy

Adopted October 11, 2010

______________________________
David Petry, Chairman

______________________________
Frank Cadwell, Vice Chairman

______________________________
Vahrij Manoukian

______________________________
Peter Band

______________________________
Mark Le Doux

________________________________________
Signature

Date: