



**EXETER PARKS AND RECREATION DEPARTMENT**  
**10 HAMPTON ROAD, EXETER, NH 03833**  
**http://www.exeternh.gov/recreation, PHONE: 603-773-6151**  
**OFFICE HOURS: MON – FRI, 8:15am-4:15pm**  
**RECREATION FACILITY USE APPLICATION:**



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

☐ Recreation Center-Small Room Downstairs ☐ Exeter Senior Center  
☐ Recreation Center-Large Room Upstairs ☐ Dan Healy Pool  
☐ Recreation Center-Small Room Upstairs ☐ Founder's Park  
☐ Town House Common ☐ Rec Park Fields  
☐ Gilman Park ☐ Brickyard Park

**\*\*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 you do not clean up after your use of the facility, you will be charged a cleaning fee); 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? \_\_\_\_\_

Additional Info/dates/times: \_\_\_\_\_

On behalf of \_\_\_\_\_  
(Organization/individual)

Officers or chief representative: \_\_\_\_\_  
(PRINT) (Contact person)

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Please Check One:** Are you a Exeter, Non-Profit Group: Yes \_\_\_\_\_/No \_\_\_\_\_  
Are you a Non-Exeter, Non-Profit Group: Yes \_\_\_\_\_/No \_\_\_\_\_  
Are you a For-Profit Group: Yes \_\_\_\_\_/No \_\_\_\_\_

**Is your event using promotional signage around the Town of Exeter: Yes \_\_\_\_\_/No \_\_\_\_\_**

**The applicant MUST provide a certificate of insurance when requesting usage of any town property or building. 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:**

Senior Center (2-hour block):  
\$20 Exeter, Non-profit group  
\$40 Non-Exeter non-profit  
\$60 For-profit groups  
\*\$40 fee applied after 2 hours

Recreation Building (2-hour block)  
\$20 Exeter, Non-profit  
\$40 Non-Exeter non-profit  
\$60 for profit groups  
\*\$40 fee applied after 2 hours

**Please make your check payable to E.P.R.D. Visa, MasterCard, Discover, Apple Pay & Google Pay accepted. There will be a \$20.00 fee charged for each returned check.**

**POOL RENTAL:**

Group Rental \$275.00/25 People, Additional \$25.00 over 25 people  
Long Term Rental \$40.00/hour

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

**\*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.**
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. You are responsible to clean the facility before you leave. All Trash be disposed at dumpster, floors be swept and any other area that you use is to be cleaned.
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.

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 \_\_\_\_\_**