

**EXETER, NH SELECT BOARD SPECIAL MEETING
PACKET**

AUGUST 20TH, 2018

PROPERTY USE POLICY UPDATES

PROPERTY USE FORMS

PROPERTY USE REGULATIONS

INSURANCE OPTIONS

ALCOHOL PERMITTING/USE FORMS

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Select Board

Final Minutes

Work Session: Events Application and Use Policy

6/25/18

Attending the work session were Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Don Clement, and Russ Dean. The work session began at 5:30PM.

The board decided to begin by going over the draft policy they had received. Ms. Gilman began with section 5, which stated the order of preference to permitting town spaces to different entities. Mr. Clement wanted to define a municipal function as opposed to a civic event. Ms. Gilman said she would like the word civic to be removed. Mr. Dean said that some events in the past have had outside organizations come under town-sponsorship, such as the annual Powderkeg festival. A municipal event would be functions held by Town of Exeter departments, board meetings, administrative events, and so on. Ms. Gilman suggested having three separate categories for permitting entities in an order of preference being municipal events, school events, and other.

The board decided that the only time the preferences would come into play were if there was a conflict. In the case of a conflict, the board decided that applications received on the same day would be first-come, first-served. In addition, Exeter-based organizations would take preference in this case. The board also talked about the public events calendar, which is on the Exeter website and is available for anyone to view. Mr. Clement suggested bringing up the calendar to the communications committee so that more people know about it. Sheri Riffle said that conflicts are usually not an issue, depending on a willingness to compromise dates. Mr. Dean did point out that recently, there has been more interest in using town property. Also, there are multiple permitting authorities currently, which means there is not always consistency.

Mr. Clement asked what would happen if there is an event that has significance or is important. Ms. Corson said that, judging by the recent warrant article that was approved, residents want Exeter-based events to take precedence in the town. The board discussed the note at the bottom of section 5, and it was suggested adding that organizers would have to request town co-sponsorship. Ms. Gilman also wanted to clarify that filming by EXTV or using town equipment does not equal sponsorship. They also further defined what constituted the "town".

Ms. Surman asked about the responsibility for Swasey Parkway and the library, which right now are permitted by their trustees. Mr. Clement suggested having all Swasey Parkway events come to the Select Board for scheduling and permitting, because the roadway is under

town jurisdiction and most of the events involve the roadway. Ms. Corson also brought up the art gallery space, which is permitted by the arts committee. Ms. Surman said that she thought permitting should stay with the trustees. Mr. Dean pointed out that the library trustees fall under an RSA, but the Swasey trustees were created by the town in the 1930's and are responsible for the maintenance of the park. Ms. Corson agreed that having the Select Board as the permitting body would make it more consistent. Mr. Clement also said that the Select Board manages all town-owned property by state statute, unless it is voted on by the town to be managed by another body.

Mr. Dean said that their overall goal is to make the process easier and more functional. Part of the challenge is that they don't always know where the applications are in the process, because there are multiple permitting authorities. Ms. Cowan suggested using some kind of software to add applications to a calendar, see any conflicts, and be able to accept the applications. The parks and recreation department uses such a software for their own permitting. Mr. Clement cautioned against advocating the board's authority away from the town properties.

Ms. Corson said she would still want to go through each permit in case there are any issues, but likes the idea of having a real-time calendar. Ms. Riffle said she would look at the parks and rec. software, and it might be a good idea to have some applications go for review, and some approved once they are received. Ms. Gilman suggested having parks and rec. be the overall scheduler for the town, and the Select Board would still approve applications. Parks and rec. would just need to manage the calendar. Mr. Clement felt this might be too much for the department, and it would create extra steps. Ms. Corson suggested that an online application would be great- maybe they could get an automatic notice of conflicts if sent in electronically. The board requested a demo of the software at another meeting. The board also briefly talked about the arts gallery, although they need to figure out what to do with the arts committee members recently resigning. Ms. Surman pointed out that the committee's bylaws were recently approved by the board, and the arts gallery has always been permitted separately.

Mr. Clement talked about section 8, which involves scheduling. He specifically had concerns about section 8.2, and requested a clearer definition of what the outdoor recreation facilities are. He also asked about conservation commission land, such as Raynes farm. Ms. Riffle said that there are not a lot of applications for using the town's public parks. Ms. Surman said she was worried that the board would end up with everything, and said that other groups are going to want to do some permitting so that they know what's going on their stewarded land. She liked the idea of a central calendar, though. The board suggested adding on the CC to this section because they oversee property. Mr. Dean talked about importance of having a synergistic event form.

Next, the board discussed the alcohol use policy. Mr. Clement felt that alcohol should not be served at town buildings in any circumstance due to the liability. Mr. Dean said that there is a mix of what other towns do, some ban it, and others allow it under certain

circumstances. He believes there are more towns that prohibit it entirely. Alcohol use gets complicated when it comes to the different licensing involved, the difference between tastings and full-service, etc. Ms. Gilman suggested adding the phrase “state law” in the policies, and also suggested differentiating between beer, wine and other spirits. Ms. Surman wanted alcohol to be its own section in the policy. Mr. Dean also talked about the different types of insurance with alcohol use, which are not always clear-cut.

Ms. Cowan asked if there have been problems with the alcohol use in the past. Ms. Gilman said no, but that it leaves the town vulnerable. Gerry Hamel, a Swasey trustee, said that the trustees had banned alcohol except at the Powderkeg fest. He said it took awhile for people to get used to the policy. Ms. Corson suggested banning full-service and just allowing tastings. She also said that farmer’s market are now allowed to do tastings under state law, and mentioned the economic benefit that having tastings brings to local breweries and wineries. The town insurance policy does not exclude alcohol use and they are covered.

Mr. Clement asked about section 9, where it stated that events of under 10 people did not necessarily need insurance. Mr. Dean said the question is if the town can cover them under the town policy- some smaller things are not able to provide a certification of insurance. It comes back to the issue of town sponsorship. Ms. Corson brought up that people can get insurance as a private citizen, but wondered if it would be too cost prohibitive for some. Mr. Dean talked about the difference between using a facility for an event vs. a small gathering of people. The board also talked about what defines a commercial activity. Mr. Clement thought that anybody using a town facility should have a certificate of insurance. Mr. Dean said that other policies they looked at often separated an “event” by the number of people. The town’s current policy is to require insurance no matter what. Ms. Corson asked if they could have an insurance waiver form. Mr. Dean suggested getting feedback from Primex. Ms. Corson wanted to remove the phrase “gross negligence by a town official” from section 9.3.

Mr. Clement asked what entailed normal business hours as stated in section 11. Mr. Dean answered that they would be from 8AM-4:30PM. The board also talked about the separation of commercial vs. non-commercial activities. Right now, they do not allow town facility use for the sale of goods or for profit. Mr. Clement wanted to add in section 10 that people are not allowed to put holes in the walls at town facilities. In section 13, the board decided to say that any events need to end at 12AM. In section 4.1, Mr. Clement wanted another word besides “supplement”. In section 4.4, he asked for clarification on the amount of uses by the same user. Mr. Dean said that it would be four uses per one permit so that no one entity ends up “blocking off” a facility. The board suggested changing the language to specify that it would be “four dates per application”. Ms. Riffle said that the purpose is making sure everybody can use the town facilities equally. Ms. Surman asked to clearly define the word bandstand vs. pavilion.

The board decided to discuss the event application at another time. The public was then allowed to make comments about the town facilities policy.

Rose Bryant said she thought it was important to go over definitions and to make the policies clearer. She said that the committees should still be allowed to permit their spaces, because they know the specific logistics better, and because the Select Board is overall so busy. As far as alcohol use, she told the board that in Newfields, a permit is required as well as hiring a private server. For the preferences of organizations using town spaces, she said that she did not want use of the town space to just be based off of economic decisions. The largest events should not necessarily be given preference.

Gerry Hamel brought up that most of the parkway use are events that happen every year. He doesn't think it's a bad idea that permitting is more centralized, and said that the parkway trustees spend a lot of time on permitting even though they have a lot of other things to cover. He cautioned the board about using too many criteria. He also said it is valuable to have people work out conflicts amongst themselves first.

Mr. Clement talked about the electronic communications policy. He asked that any communication sent to the majority of board members be included in packet. He also reiterated that any electronic communication requesting an action should be addressed by the chair and sent to the town manager. He wanted to either be more consistent with this policy, or modify it. Ms. Gilman said that the board can address this issue in the future.

The next work session to discuss this would be August 20th at 5:30PM. The work session ended at 7:30PM.

Respectfully submitted by recording secretary Samantha Cave.

DRAFT PROPERTY USE POLICY

DATED AUGUST 17TH, 2018 (updated draft)

A POLICY GOVERNING THE USE OF TOWN PROPERTY

SECTION 1. AUTHORITY

1.1 The Exeter Select Board hereby adopts this policy pursuant to the provisions of RSA 41:8 and 41:11-a. The Town Manager's role with respect to property management is outlined in RSA 37:5 and RSA 37:6.

SECTION 2. PURPOSE

2.1 This policy is established to provide the general public with the convenient use of municipal property that is owned by the taxpayers of Exeter, in such a way as to be fair, consistent, and in the best overall interests of the Town.

2.2 This policy also serves as the written regulations pertaining to smoking on Town property, as otherwise required by RSA 155:68; whereby all forms of smoking are prohibited within the interior and/or within ten (10) feet of any Exeter municipal building, except for specifically designated exterior areas.

Section 3. REPEAL OF PREVIOUS POLICIES

3.1 This policy supersedes and replaces the Property Use Policy as previously adopted.

Section 4. ADDITIONAL REGULATIONS

4.1 This policy is intended to serve as a main policy on use of town property, and as the parent policy to any other Town Hall Regulations, Senior Center Regulations, Library Use Regulations, ~~Swasey Parkway Use Regulations~~, Rules for Use of Swasey Parkway, and ~~Arts Committee By-Laws and Regulations~~, which are incorporated herein by reference.

4.2 In the event of a conflict or inconsistency with the provisions of any other applicable regulations, including those incorporated herein, the Select Board shall review the policy and either recommend a change for consistency, or refer it to the appropriate authority (~~Swasey Trustees~~, Parks & Recreation, Library Trustees) for review and comment.

4.3 Special authorization from the Select Board shall be required for any long-term use (more than 1 month), lease or proposed rental agreement for Town facilities.

4.4 The use of town buildings including the Swasey Pavilion (downtown bandstand structure), shall be limited to four uses by the same user. Reapplication for subsequent uses is permitted providing the facility is available.

4.5 The Select Board may authorize the Town Manager to execute applications for use of Town buildings, structures, and public property under their jurisdiction.

SECTION 5. ALLOWABLE USERS (IN ORDER OF PREFERENCE)

- a. Town of Exeter – Municipal Functions including Town Sponsored Events
- ~~b. Town Sponsored Events (“Civic Events”)~~
- c. School Administrative Unit 16
- d. Other
- ~~e. Civic Organizations/501c3 Associations based in Exeter (defined as sponsored by an Exeter resident).~~
- ~~f. Civic Organizations/501c3 Associations not based in Exeter (insurance, indemnifications still must be provided).~~
- ~~g. Other Government Agencies~~
- ~~h. Private Family Events (preference given to Exeter residents)~~
- i. Commercial Activities (subject to conditional approval, see also Section 11.2)

NOTE: ~~To be considered a civic event, aka a Town sponsored event, requires specific application to and authorization by the Select Board or their designee. A civic event is separate from a governmental meeting or neighborhood meeting hosted by the town government for the purposes of discussing issues germane to the town.~~ Town sponsored events require a letter from the sponsoring department.

A town sponsored civic event will still require the completion of a Town of Exeter Event Application form and approval by the Select Board or their designee. Town sponsored events include ~~any event~~ events run and sponsored by the Exeter Parks and Recreation Department.

5.1 The Town reserves the right to “bump” scheduled groups in the event a Town of Exeter-Municipal Function or Town Sponsored Event requires use of a Town facility, in which case the Town shall strive to give a minimum seventy-two hour (72) notice to the extent practical.

5.2 The Town will review requests to use municipal property and if more than one request for a particular date/time/location creates a conflict, the above order of preference will be utilized to render a decision. If no such conflict exists, the Town will grant requests on a first come, first serve basis.

5.3 As of the date of adoption of this policy, the town will confirm a list of Town Sponsored Events (~~“Civic Events”~~) considered grandfathered under this policy. These events will be considered to have had some form of official town sponsorship and endorsement for public property under the authority of the Select Board.

SECTION 6. RESTRICTED AREAS

6.1 Nothing in this policy is intended to imply or establish any rights whereby members of the public who are not authorized employees, officials or invitees of the Town of Exeter may enter any work area within a municipal building except upon invitation of a Department Manager or their designee. These restricted areas include, but are not limited to: offices, maintenance areas, mechanical rooms, police facilities, fire-rescue facilities, residential facilities, storage areas, tool sheds, garages, vehicles, mail rooms, equipment areas, any site that is posted as “closed” and places where confidential information is kept.

6.2 Any person who fails to immediately vacate an unauthorized area upon lawful request of a Department Manager or their designee may be subject to arrest and prosecution for criminal trespass.

6.3 Signage. No signage is allowed on town property with the exception of properly permitted signage including the sign board cases to the left and right of the Town Hall. Specific requirements for these venues are found in the sign regulations and Select Board sign board policy. Town ordinance 502 governs the placement of signage and banners in the town rights of way. No banners are allowed other than those properly permitted as part of the Town of Exeter Event Application form approval process. Unapproved signs will be subject to removal by the Code Enforcement Officer or his/her designee.

SECTION 7. ACCESSIBILITY

7.1 The Town of Exeter shall strive, in so much as practical and reasonable, to make all public facilities accessible to persons with disabilities as otherwise required by applicable federal and state laws.

7.2 In the event that a physical barrier to accessibility exists that prevents reasonable access to a public area of a Town-owned facility or restricts access to the delivery of customary government services, all Town employees shall take immediate steps to deliver such services in the most practical manner for the convenience of the person involved. Thereafter, employees shall provide written notice to the Department Manager describing the circumstances so that management may develop a plan to permanently correct the situation to the extent that resources are available in the future.

7.3 All complaints about barriers to accessibility shall be directed to the Town Manager who serves as the American with Disabilities Act (ADA) Coordinator for the purposes of ensuring compliance with applicable laws and meeting the needs of disabled citizens in the use of Town property.

SECTION 8. SCHEDULING

8.1 Requests ~~by organized groups, private or commercial parties~~ to use the Town Hall, **Town Hall second floor and adjacent room**, municipal parking lots, Swasey Parkway (see section 8.3), or indoor facilities at the Town Office, including the Nowak Room and Wheelwright Room, shall be submitted in writing to the Office of Town Manager at least thirty (30) days in advance, to the extent practical.

8.2 Requests ~~by organized groups, private or commercial parties~~ to use outdoor recreation facilities, including, but not limited to the Recreation Park at 4 Hampton Road, 32 Court Street Recreation Building, Brickyard Park, and the Senior Center, shall be submitted in writing to the Parks and Recreation Department at least thirty (30) days in advance, to the extent practical.

8.3 Requests to use Exeter Public Library and public grounds adjacent thereto shall be administered by the Library Director, under the auspices of the Library Trustees, subject to their rules and regulations in addition to the requirements set forth herein.

~~8.4 Requests to use the Town Hall second floor including the back room adjacent thereto shall be administered by the Arts Committee, advisory to the Select Board, subject to their rules and regulations in addition to the requirements set forth herein.~~

8.3 Requests to use Swasey Parkway (public grounds only) shall be administered by the Swasey Trustees, and subject to their these rules and regulations and additional regulations "Rules of Swasey Parkway." ~~in addition to the requirements set forth herein.~~

8.4 Permission to use Town facilities shall be issued in writing, at the sole discretion of the Town, subject to the terms and conditions of this policy and whatever conditions may be deemed to be in the best interest of the Town, as described in Section 5 herein. In addition, all such permission may be revoked at anytime as determined solely by the Town.

8.5 No facility shall be permitted more than 12 months in advance of a scheduled event, unless for government use or as a town sponsored event.

SECTION 9. INSURANCE & INDEMNIFICATION

9.1 The Town shall require users to provide a certificate of insurance that names the Town of Exeter and its agents as "additional insured" for each event under any of the following scenarios:

9.2

- ~~(a) For events that consist of 30 or more participants. Events that are under 30 participants will be considered as a standard facility use and not an event. All uses and events.~~
- (b) For events that involve the consumption of alcohol, upon specific request and authorization; and subject to all laws pertaining to such use. A rider covering alcohol service shall be required along with all state and local permits.
- (c) For events that involve the use of temporary structures, appliances or utilities, including tents, tables, chairs, sound systems, light systems, electricity, generators, cooking, etc.
- (d) For any commercial activity.

- (e) All of the above will require either a complete Town of Exeter Event Application form or useForm related to the space (Town Hall, second floor, Swasey Parkway, Senior Center, etc.)

9.3 All requests to use Town facilities shall require the event organizers to indemnify and hold harmless, the Town of Exeter and its agents from any and all liability or claims resulting from damages associated with the use of the facility, except for acts of gross negligence on the part of Town officials.

9.4 **Applicants will sign all needed forms and accept the responsibilities outlined on those forms in addition to this policy.**

SECTION 10. MAINTENANCE

The Town reserves the right to require persons using municipal facilities to pay for custodial services, including, but not limited to a security deposit of not less than \$100. Applicants shall be held responsible for any and all damages to Town property which occurs during the period of use. Notwithstanding any criminal or civil action that may be imposed, the Town also reserves the right to utilize all or part of the security deposit to pay for damages and/or cleaning expenses.

It shall be a condition of approval for all persons using municipal facilities to return the facilities to the same condition as found upon arrival. Making holes in walls at town facilities is prohibited.

The Town requests that all groups using municipal facilities be responsible for disposal of trash on a carry-in/carry-out basis. However, the disposal of food wastes or garbage that is subject to decomposition and/or obnoxious odors is not allowed in any Town building. Groups that leave piles of trash or rotten items behind may be denied permission to use Town facilities in the future.

It is requested that all persons using municipal facilities conserve energy (electricity, heating fuel) and natural resources (water) to the greatest extent possible. Any problems with the facilities, including appliances or structures, should be reported to the Police Department immediately.

SECTION 11. FEES

Fees may be charged for use of town facilities according to the town's fee schedule. See fee schedule for details.

~~There shall be fees for the use of Town facilities for non-commercial activities during normal business hours, notwithstanding any security deposit and/or compensation for damages that may be imposed. (Refer to town fee schedule for current fees).~~

~~The Town reserves the right to charge fees for after hours use of Town facilities that require additional expenditures for staff, electricity, supplies, etc. (Refer to town fee schedule for current fees).~~

~~The Town reserves the right to charge a fee for commercial activities as may be deemed reasonable by the jurisdictional authority. Such fees may be a flat rate or based on a percentage of sales. (Refer to town fee schedule for current fees).~~

SECTION 12. WAIVERS & EXEMPTIONS

12.1 The Select Board may, upon written request, waive any provision of these rules, using their sole discretion.

SECTION 13. MISCELLANEOUS INFORMATION

13.1 Alcohol use in Town buildings is not allowed except by special permission and approval may be conditioned upon the requirement to hire a Police Officer(s), especially if minors will be present.

13.2 Glass containers are not allowed at any outside facilities.

13.3 The Town reserves the right to accept or reject any application, and to prohibit the use of Town facilities for purposes which are deemed to be in violation of local decency standards or otherwise not in the best interest of the Town.

13.4 Any person found to have been in violation of this policy may be denied permission to use Town facilities for future events.

13.5 No person shall install any device which requires penetration of a wall or paved surface without written permission of the Town Manager. The use of tape on walls is permitted, but the applicant shall be held responsible for any damages to painted surfaces. The use of easels and tables for the display of materials is strongly encouraged.

13.6 All facilities and events must close by ~~2:00 a.m.~~ 12:00 a.m..

13.7 The use of a facility for measurements, decorations, banners, posters, etc. can only take place during such periods when the operations of Town government will not be disturbed. Nothing shall be erected so as to cause any damage to Town property and all private property must be removed at the conclusion of an event.

13.8 In the event that contracted entertainment services are to be provided, the application form shall be forwarded to the Police Chief for review & approval with whatever conditions are deemed to be essential in order to maintain public safety.

13.9 There shall be no flames, fire, grills or barbecues within any building or underneath any roof structure.

13.10 It shall be the responsibility of the applicants to maintain sanitary conditions in the public bathrooms of the facility at all times during events. Equipment malfunctions should be reported to the Police Department immediately. The use of portable toilets may be allowed (or required) under special circumstances as determined by the Town Manager.

13.11 The authority of the Town Manager as set forth herein may be delegated to a designee. All decisions made are subject to appeal by written submission to the Select Board.

13.12 Applicants must familiarize themselves with the maximum number of persons allowed in meeting rooms as set forth in the posted Place of Assembly permit. These limits must not be exceeded, except by written authorization of the Town of Exeter Fire Department, under such terms and conditions as may be established.

13.13 Facilities are subject to being closed due to inclement weather, loss of electrical service or other emergencies.

13.14 Applicants (or event organizers) are strongly encouraged to notify all participants of locations for exits and restrooms and the Town's carry-in/carry-out trash policy.

13.15 The selling of food, beverages or any other products on Town property may require a Vendor Permit (available from the Town Manager's Office) in addition to the authorization provided under this policy for use of Town facilities and any other applicable state or local health regulations.

13.16 Provision or offering of food shall be identified in the Town of Exeter Event Application form.

13.17 Applicants (or event organizers) shall be solely responsible for any lighting, sound amplification, tables, chairs or other needs to the extent that the Town is not able to provide such items. The relocation or modification of Town lighting and electrical fixtures is strictly prohibited.

13.18 The use of Town tables, chairs or other items for private parties at off-premise locations shall not be allowed, except for special occasions that require approval of the Select Board.

13.19 The Town encourages scheduled tours of its facilities and operations by appointment as a means of educating taxpayers, residents, students and other interested persons in the delivery of government services.

IN WITNESS WHEREOF, this policy governing the use of Town property is approved and adopted this _____ day of _____, 2018.

ATTEST:

List of Town Sponsored Events

- Parks/Recreation Events (throughout year)
- Exeter Brass Band (Mondays in July)
- Festival of Trees/Holiday Open House (last weekend of November, first weekend of December) in conjunction with Chamber of Commerce.
- Holiday Parade (1st weekend of December)
- Powder Keg Festival (Exeter Parks/Recreation in conjunction with Chamber of Commerce)

PROPERTY USE FORMS

1. Town Hall
2. Town Hall Second Floor (art gallery)/Town Hall "Back Room" 2nd floor
3. Use of Town Facility (Nowak Room/Wheelwright Room)
4. Application for Event Use of Town Facility (would be replaced by Town of Exeter, NH Event Application)
5. Recreation Facility Use Application
6. Swasey Parkway (revised/updated based on SB vote of 8/6/18) – may be replaced by **Town of Exeter, NH Event Application.**



Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: sriffle@exeternh.gov
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Representative Information:

Name: _____ Address: _____
Town/State/Zip: _____ Phone: _____
Email: _____ Date of Application: _____

Organization Information:

Name: _____ Address: _____
Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Assembly/Meeting: _____ Date: _____
Start Time: _____ End Time: _____ Additional time for set-up/clean-up: _____
of tables: _____ # of chairs: _____
List materials being used for this event: _____
Will food/beverages be served? _____ Description: _____

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.

***Tech/AV Services:** There is a fee of \$80 an hour for any Tech/AV services needed. Services must be arranged in advance. Email extvg@exeternh.gov to coordinate.

Liability Insurance Required: The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additionally insured.

Keys: Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Access to the 2nd floor is not allowed during events. Bathroom are accessed from outside the Town Hall. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: _____ Date: _____

Authorized by the Select Board /Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process

Fee: Paid Will pay by _____ Non-profit fee waiver form submitted

Town of Exeter Arts Committee

Application to use Exeter Art Gallery or Gallery Back Room space

Please fill in all the required information clearly. Incomplete applications will not be accepted.

Insurance: The Town of Exeter requires liability insurance in the amount of \$1,000,000 to be submitted with this completed application.

Insurance Binder is: Attached _____ On File with EAC ___ under name _____

Facility Requested: Main Art Gallery _____ Back Room Space ___

Date of application: _____ Cleaning Fee (\$35): _____

APPLICANT INFORMATION

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____ Cell: _____

Alternate Contact:

Name: _____ Cell: _____

ORGANIZATION INFORMATION

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____

RESERVATION INFORMATION

Type/name of event: _____

Date: _____ Time: _____

If this is a reoccurring event, please specify frequency, beginning, and ending dates:

By signing this application, you acknowledge the receipt of the EAC Town Hall Gallery Usage Packet, and agree to all of the policies, procedures, and responsibilities accompanying this form.

Applicant Signature: _____ Date: _____

Town of Exeter Gallery Usage Application and Policies

The following policies, responsibilities, and procedures apply to the use of the Town of Exeter Art Gallery on the second floor of the Town Hall, including the main gallery and backroom.

Procedures

All persons/parties wishing to use either the Town Gallery and/or the Backroom must adhere to the following procedures:

- Fill out the attached application and return to a member of the Exeter Arts Committee (EAC). It may be filled out in Microsoft Word and submitted via email or printed and submitted on paper by calling to make arrangements. (Use the Gallery contact information below.)
- All applications must be accompanied by an insurance binder, or reference an insurance binder already on-file with the EAC.
- Applications will be assigned an EAC liaison as a contact.
- When the application is approved, you will need to make arrangements with one of the gallery contacts to pick up the key.
- The EAC requests a \$35 donation to help cover the costs of gallery cleaning.
- Please follow all EAC By-laws, Policies, and Procedures while using the Gallery and/or Backroom.
- When you are finished using the space, ensure that the gallery and building are locked, and make arrangements to return the key to the EAC liaison.

Responsibilities

All persons/parties using the Town Gallery and Backroom space must agree to meet the following responsibilities, as well as the Policies and Expectations included in this packet:

- All persons who enter the gallery and back room will sign in and sign out on the white board located to the left side of the Back Room Doorway.
- Please be respectful of the space and leave it in the same condition you found it.
- Please be sure to clean up after yourself, throw away paper towels and garbage, and remove trash and recyclables from the space and building when you are done.
- Use the “kitchen” sink for cleaning all art supplies and tools. Do not wash art supplies in the bathroom sink.
- Make sure all the lights are turned off when you leave.
- Verify that the door to the back room is locked when you leave.
- Ensure that the building is locked and make arrangement to return the key to the EAC liaison.

EAC Gallery Contact Information

Kathy Lewis Thompson
Karen Desrosiers

kathylewisthompson@gmail.com
kdesrosiers@ttlc.net

603-778-9022
603-580-2066

**By Applying to Use the Town Hall Gallery/Backroom,
You Agree to the Following Policies and Expectations**

(Please keep this and make it available to anyone sitting the Gallery on your behalf.)

1. All persons using the gallery are responsible for the care and light housekeeping of the space, including the Gallery, Backroom, “kitchen” area, and bathroom.
 - a. Treat the space kindly and respectfully, keeping in mind that it is a historic building.
 - b. No nails or other permanent fixtures, including strong sticky substances, may be applied to the walls of the Gallery.
2. Light housekeeping in item 1 is defined as removal of trash and recyclables from all areas, including the bathroom, sweeping of the gallery floor, wiping down of tables and sinks if necessary, vacuuming the carpet if needed, and leaving the Gallery neat.
3. If you encounter any problems with the space, including problems with the lighting, panels, maintenance issues, problems with the doors/locks, the elevator, plumbing, etc. please bring these matters directly to the EAC Chairperson and/or Gallery Liaison.
4. Make sure all lights are turned off when you leave the building, including the back room, all floor lamps, and the bathroom.
 - a. Unplug all floor lamps as well.
5. Ensure that the stereo is turned off when you leave.
6. Ensure that the door at the top of the fire escape, which gives access to the Gallery, is closed tightly/securely. This door does not always close securely, so this is of particular concern if you’ve opened that door for any reason.
7. Ensure that the building is locked, including the side door and main front doors, when you leave.
8. Coordinate the use and return of the building key with the Gallery Liaison. Do not make copies of the key.
9. Everyone who opens and closes the gallery should sign in and out on the white board located near the back room.
10. All items brought in by artists and groups must be brought back out at the end of the show. No personal items can be stored in the gallery.
11. Tables and chairs should be folded up and returned to the storage areas after use.
12. **NO ART WORK MAY BE LEFT IN THE GALLERY.** It is the responsibility of artists and groups holding shows to ensure that all art work is removed from the gallery after a show. The EAC cannot store art in the gallery or back room.
 - a. Art work left in the gallery after a show will be viewed as abandoned and it will be assumed that the artist has relinquished their right to the work.
 - b. Abandoned work will be disposed of accordingly by the EAC.
 - c. Groups should ensure that all participating artists are aware of this.

Old Town Hall Gallery Opening & Closing Procedures

Opening the Gallery:

1. Ensure that the side door is unlocked. To do this:
 - Push in the “press bar”
 - Use the attached Allen Wrench to lock it in open/unlocked position.
2. Carry out the “sandwich boards” in the lobby, place them on the sidewalk in front of the building, and hang Velcro open sign on the front door to the building.
3. Hang the “Art Show Today” banner in the lower brackets on the pole at the end of the walk, found in the gallery next to the elevator.
4. Upstairs, open the double doors at the opposite end of the gallery, and use hooks to secure.
5. Go down the front stairs, open and unlock the front, main, door to the building.
6. Turn on any lights as needed.

Closing the Gallery:

1. Lock the front, main, door of the building and ensure it is closed securely. Place the velvet rope across the bottom of the stairs to the gallery.
2. Close the upstairs double doors and be sure to lock them if you unlocked them at opening.
3. Bring in the sandwich boards and lower “Art Show Today” banner. Return the banner to the gallery beside the elevator. Bring in the Velcro gallery open sign from the front door.
4. Be sure the gallery, sitting table, etc. are neat and in good order, and remove all trash.
5. Turn off all lights, CD, etc. including the Backroom and bathroom.
6. Close and lock the Backroom.
7. If you opened the fire escape door, ensure that it is closed completely and securely (it often requires slamming).
8. Hang the velvet rope across the elevator door on the first floor.
9. Use the Allen Wrench to release the “Press Bar” on the side door.
10. Ensure that both, the side and front, doors are securely locked.
11. Return the key to your EAC liaison.

THANK YOU FOR YOUR HELP



Application for Use of Town Facility

Town of Exeter, 10 Front Street, Exeter, NH 03833
Fax #: 603-777-1514 or email: sriffle@exeternh.gov

Facility Requested:

Wheelwright Room

Nowak Room

Representative Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____ Date of Application: _____

Organization Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Event/Meeting: _____ Date: _____

Start Time: _____ End Time: _____ # of tables: _____ # of chairs: _____

List materials being used for this event: _____

Will food/beverages be served? _____ Description: _____

Requirements:

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building acceptably cleaned, the deposit fee will be returned to user.

Liability Insurance Required: The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additional insured.

Keys: Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: _____ Date: _____

Authorized by the Select Board /Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process Will receive by _____

Fee: Paid Will pay by _____ Non-profit fee waiver requested



Application for Event Use of Town Facility

Forms submitted to: Town of Exeter, 10 Front Street, Exeter, NH 03833

Fax #: 603-777-1514 email: sriffle@exeternh.gov

Use Request: Town Hall (Main Floor) Bandstand Parking - # Spaces _____ Location _____

Signboard Request: Poster Board Week: _____ Plywood Board Week: _____

Representative:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____

Would be replaced Event by spec form

Organization:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Reservation Details:

Type of Event/Meeting: _____ Date: _____

Start Time of Event: _____ End Time: _____ Additional Time for set-up/clean-up: _____

Will food/beverages be served/prepared in the foyer or room to the right? Yes No

If Tech/ AV Services are Needed, provide details*: _____

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125 per day. A rental fee waiver may be requested in writing.

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer of Town Hall, the electrical outlet cannot exceed 20 amps.

***Tech/AV Services:** There is a fee of \$80 an hour for any Tech/AV services needed. Services must be arranged in advance. Email aswanson@exeternh.gov to coordinate.

Liability Insurance Required: The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additional insured.

Keys: Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Access to the 2nd floor is not allowed during events. Bathroom are accessed from outside the Town Hall. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: _____ Date: _____

Authorized by the Select Board/Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process Fee: Paid Non-profit fee waiver requested

**TOWN OF EXETER, NH
EVENT APPLICATION**

Special Event License (Reference RSA 286 1-5, Town Ordinance Chapter 807)

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority. Special Event applications to the Town Manager's Office, at the Town Office.

For information or questions concerning the application call 603-778-6102.

Name of Event: _____ Location: _____

Date(s) of Event: _____ Start Time: _____ End Time: _____

Event Representative Sponsor's Name: _____

Address: _____

Town: _____ State: _____ Zip: _____

Phone: _____ Email: _____

No. of Volunteers/Workers per Day: _____ # Anticipated Spectators: _____

List Vendor(s) Names: _____

Describe (in detail) the proposed event: _____

Requesting: Town Hall Bandstand Art Gallery Swasey Parkway
 Fireworks/Parade Raffle

Plywood (2 weeks) or Poster (1 week) Signboard Dates: _____

A-Frame Quantity and Dates _____

Parking Spaces: _____ Street(s) to be blocked: _____

If Applicable:

Alcohol Service? (see separate form): Yes No

Has Permit been Approved?: Yes No

Tech/AV Services needed: Yes No

Event check list

Will your event involve any of the following? (Please check all that apply)

- Food/beverage concessions/vendors/sales
- Alcoholic beverages (State NH permit required)
- Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance)
- Propane/Charcoal BBQ grills (inspection by Health Officer)
- Electrical set up/ electrical cords run to the site (inspection needed by Electric Inspector)
- Fire pits, bonfires, kindle fire, campfire and other outdoor burning (must have permit from Fire)
- Tents/canopies If so, list quantity and size _____
- Animals at the event. If so, describe _____
- Motorized Vehicles. If so, describe _____

Other State and/or Local Permits (if applicable):

- Selling/serving liquor Application
- Hawkers/Peddlers (door to door sales) Application

All applicants for Special Events need to provide written submission of the plans below. The Town staff will review your application and if additional information is required or if not enough information was supplied with this application, the Town will contact you to schedule a meeting.

You Must Submit the following with this application:

1. **Certificate of Insurance:** The Town requires liability insurance to be submitted with this completed application. Required amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town must be listed as additionally insured.
2. **Site Plan:** A drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).
3. **Security/Crowd Control Plan:** Describe the number of detail police officer(s) to manage the maximum seating capacity of indoor events or to secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.
4. **Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.
5. **Fire Emergency Plan:** The estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.
6. **Ambulance/ Medical Service Plan:** Detail the on-site emergency medical services and transportation plan.
7. **Ticket Distribution Plan:** Outline the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales to maintain required occupancy levels and provision for the refund of ticket costs in the event of cancellation of the event.
8. **Sanitary Facilities Plan:** A plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.
9. **Food Service Plan:** A food service plan, which may require review and acceptance by the Exeter Health

Officer or a vendor permit from the Fire Department.

10. **Special Duty Service Fees:** The application fee does not include the costs of Fire or Police protection, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Exeter, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor.

After the Event, billing for the Special Duty Services will be based on actual hours incurred by Town personnel. The total will be invoiced. A history of non-payment or late payment of any application fee and or Special Duty Services is grounds to deny your request for future event permits.

A performance bond for events over 5,000 participants per day and or other security acceptable to the Town may be required in an amount equal to the amount estimated for Special Duty Services Fees as described above.

BY SIGNING BELOW, I CONFIRM THAT ALL INFORMATION PROVIDED HEREIN AND IN ALL ATTACHMENTS IS TRUE AND ACCURATE, ACKNOWLEDGE THAT THIS APPLICATION WILL NOT BE REVIEWED BY THE SELECT BOARD UNTIL CONSIDERED COMPLETE BY TOWN REVIEW STAFF, AND STATE THAT ALL LIABILITY FOR THIS EVENT IS ASSUMED AND ACCEPTED BY THE APPLICANT.

PRINT NAME: _____ DATE: _____

APPLICANT SIGNATURE: _____

I ALSO CONFIRM THAT I AM RESPONSIBLE FOR ALL COSTS INCURRED FOR THIS EVENT INCLUDING ALL SPECIAL DUTY POLICE, FIRE AND HEALTH/SAFETY SERVICES. ALL SERVICES MUST BE PAID IN FULL UPON RECEIPT OF THE INVOICE. IF NOT PAID IN FULL, THE TOWN WILL CHARGE 2% INTEREST PER MONTH.

THE TOWN MAY REQUEST/SUE FOR LEGAL EXPENSES IF THE TOWN HAS TO GO TO COLLECTIONS FOR UNPAID AMOUNTS. I AM RESPONSIBLE FOR ALL FEES, WHICH MAY INCLUDE INTEREST, ATTORNEY AND COURT FEES.

PRINT NAME: _____ DATE: _____

APPLICANT SIGNATURE: _____

Town Review Staff Comments

Police Chief (or designee): No Comments

Comments: _____

Signature: _____ Date: _____

Fire Chief (or designee): No Comments

Comments: _____

Signature: _____ Date: _____

Health Officer: No Comments

Comments: _____

Signature: _____ Date: _____

Parks/Recreation: No Comments

Comments: _____

Signature: _____ Date: _____

Public Works: No Comments

Comments: _____

Signature: _____ Date: _____

Select Board/Designee: No Comments

Approval Signature: _____ Date: _____

Town Official Use Only:

Date Complete Application Received: _____ Final Approval Date: _____

Fee Received: _____ Check #: _____

Cleaning Deposit Received: _____ Check #: _____

FEE SCHEDULE

SWASEY PARKWAY EVENT

Event Category	Estimated Attendance Per Day	Application Fee/per day (non-refundable)
Non-commercial One Day, Resident	1 - 20	\$75
Non-commercial One Day, Resident	More than 20	\$150
Non-commercial One Day, Non-Resident	1 - 20	\$150
Non-commercial One Day, Non-Resident	More than 20	\$300
Single Commercial Vendor	One Day	\$250
Single Commercial Vendor	Seasonal	\$1000
Multiple Vendors	One day per week, per season	\$1200
Pavilion	Fee in addition	\$25
Community Event		To be determined

TOWN HALL EVENTS

Not for Profit	\$75/day	\$125 for multiple consecutive days
For Profit	\$125/day	Not to exceed \$375 for multiple consecutive days
Tech/Av Services	\$80/hr.	

Proposed changes for Special Events

Current

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

No fees for non-profits

For profit not permitted

Proposed

Event sponsor's name and info

Details on # of volunteers

anticipated spectators

Info on vendors

Details on proposed event

Site plan

Security/crowd control plan

traffic control plan

Ambulance/medical service plan

Ticket distribution plan

Sanitary facilitiesplan

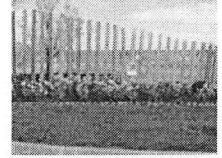
Food service plan

\$75/day or \$125 for multiple consecutive days

\$125/day For muliple consecutive days not to exceed \$375



EXETER PARKS AND RECREATION DEPARTMENT
32 COURT STREET EXETER, NH 03833
exeternh.gov/recreation, **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

Recreation Center-Small Room

Exeter Senior Center

Recreation Center-Large Room

Daniel R. Healy Pool

Recreation Center-Downstairs Room

Founder's 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 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:

Senior Center:	\$40.00/private/social use
Custodial Services:	\$18.00 per hour + facility fee
Recreation Center:	\$40.00/private/social use

POOL RENTAL:

Group Rental \$125.00/25 children, Additional \$25.00 over 25 children
 Long Term Rental \$40.00/hour
Pool rentals available only Saturdays and Sundays, 5:30pm – 7:00pm

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 _____

**SWASEY PARKWAY USE APPLICATION
EXETER, NH**

Application is for the privilege of using the Swasey Parkway on the following date(s): _____

Hours of _____ to _____. Expected # of participants: _____

Name of Applicant and Organization: _____

Address: _____

Email: _____ Phone: _____

Event Day Contact Person and phone #: _____

Will electricity be needed? Yes No Request parkway to be blocked off: Yes No

Please describe the event, including details you feel should take into consideration:

The Certificate of Insurance amounts required are: General Liability/Bodily Injury/Property Damage (combined):
\$300,000-\$1,000,000 with additional personal injury of \$300,000; **Town of Exeter listed as additionally insured.**

Permit Fees: See attached Rules and Fees

I have read the attached rules and fees governing the use of Swasey Parkway 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. The Town reserves its rights to pursue all available legal remedies for damage to Town property or violation of any laws, rules or conditions applicable to use of Town property. In addition, such conduct may result in revocation of permission and/or denial of future requests for permission to use Town property.

Applicant Signature: _____ Date: _____

Mail application and applicable fees to **Sheri Riffle, Town of Exeter, 10 Front Street, Exeter, NH**; checks made payable to the **Town of Exeter**.

Chief of Police: _____ Date: _____

As Authorized by the Select Board/Designee: _____ Date: _____

This permit is issued for the purpose indicated and shall be valid only during the times/dates indicated above.

This application conforms to the adopted policies of Swasey Parkway and is hereby approved, subject to the exceptions as stated: _____

Fee received: \$ _____

Cash: \$ _____ or Check Number: _____ Date Received: _____

PROPERTY USE REGULATIONS (SUPPLEMENTAL)

1. Rules for Renters of Town Hall
2. Rules for Use of Swasey Parkway
3. Arts Committee By-laws and Regulations
4. Library Use Regulations

Town of Exeter	Policy Number	Adopted by Board of Selectmen
Subject: Rules for Renters of Town Hall	Adoption Date: Revision Date: 10-7-2013 Effective Date:	Supersedes:

1.0 Purpose of the Policy:

The following policy shall serve as the rules and regulations for the persons, groups or corporations who rent the Exeter Town Hall for various events.

2.0 Departments Affected:

All Departments

3.0 Definitions:

4.0 Policy:

1. All users of the Town Hall must obtain a permit from the Town Manager's Assistant at the Town Office for each use (per Selectmen's policy 04-01).
2. A separate permit is required for each use of the Hall.
3. Each permit will state, in specific terms, what use is to be made of the Hall (i.e. play, dance, lecture, etc.), and will list all modifications required to the existing condition of the Hall.
4. The user will be responsible for seeing that ALL of the following conditions are met:
 - A. No smoking anywhere in the building - this applies also to characters in a play;
 - B. No alcoholic beverages anywhere in the building; with exception of obtaining a special permit;
 - C. No open flame allowed - also applies to scenes in plays;
 - D. No firearm capable of firing live ammunition may be used, even as a set decoration or unused prop;
 - E. No nails or screws are to be used to secure scenery to walls or floors. No alteration to drapes or walls allowed without prior written permission;
 - F. No spray paints are to be used;
 - G. Any other paints used within the rooms must be used with extreme caution, proper ventilation and use of proper protective measure to ensure against damage to the buildings floors/walls;

- H. The renter is responsible for any and all damages from use of the building and will be billed for same if damage cannot be considered as a normal maintenance item. Items such as damaged furniture, chipped or marred paint on floors or walls will NOT be considered as normal maintenance items.
 - I. The user will be responsible for locking all doors and windows and will clean the hall in a totally acceptable manner within 24 hours of use. (Unless renter opts to pay for custodial services through the Town of Exeter. Rates/terms listed on application form).
 - J. The Town of Exeter may request of any user a \$100.00 deposit fee. If the Town of Exeter agrees after use that the building was cleaned in a totally acceptable manner, the \$100.00 deposit fee will be returned to user.
5. Any user may be requested to post a bond in an amount determined by the Board of Select-men to protect the Town from damage arising from and caused by said user.

These rules are a part of any agreement to rent out or otherwise allow the use of the Town Hall and a copy of these rules should become a part of and attachment to the permit application.

The permit application should indicate that the applicant has read these rules, understands these rules and agrees to abide by them, which will be indicated by the applicant's signature on the permit application.

The use of Town buildings by any non-municipal group or organization for any activity or the expression of any view point does not constitute an endorsement of the activity or view point by the Town of Exeter.

NO signs allowed on or adjacent to Town Hall property without separate permit approved by the Town Manager and/or Board of Selectmen. Signboards to the left and right of the Town Hall may be used upon proper application and approval by the Town Manager. [Refer to Selectmen's Policy 04-01 regarding the use of free standing signs on Town property.]

The Town of Exeter maintains an "open forum policy". This policy allows any group or organization to use Town building so long as the group or organization does not sell goods and/or ser-vices for profit. When non-municipal groups use Town buildings, they do so under this "open forum policy".

5.0 Procedures: Fire Alarm Activations: Per the Board of Selectmen and the Fire Chief, all occupants of the Town Hall are required to evacuate the building when the fire alarm system sounds. Failure to evacuate the Town Hall is a violation to the NH State Fire Code.

6.0 Severability:

To the extent this policy is in conflict with State law, State law will prevail.

Rules for Use of Swasey Parkway

Exeter, New Hampshire

The purpose of the guidelines is to assure the safety and pleasure of the recreational users of the Parkway and the preservation of the grounds and structures. The Parkway is open to the public, citizens and non-citizens of the Town of Exeter. The green space, pavilion and walkway are the responsibility of the Trustees of Swasey Parkway. The public roadway is the responsibility of the Selectmen of the Town of Exeter. We are all its caretakers.

- Open hours are from dawn to dusk; year-round.
- Abuse, destruction or defacing of property within the Parkway is strictly forbidden.
- Swasey Parkway is a carry-in, carry-out area. Littering is prohibited.
- Signs are prohibited.
- The distribution of posters and handbills is prohibited.
- Dogs and other pets are prohibited.
- The use of tent stakes is not permitted.
- The use of bicycles, skateboards and other such vehicles is limited to the street only.
- Nothing is to be attached to the trees or shrubs; either permanently or temporarily.
- There can be no removal of trees or shrubs or any part of these except with the permission of the Trustees.
- Design, construction and planting decisions are made by consultation with the Trustees.
- The Pavilion use is by permit only from the Trustees of Swasey Parkway.
- Any activity with more than 20 people in attendance must have written permission from the Trustees of Swasey Parkway.
- Special events sponsored by town and out-of-town organizations are by permit only from the Trustees of Swasey Parkway. (See Town's website, www.exeternh.gov)
- No individual or group may charge for the use, or fence in areas, of Swasey Parkway **except** for events in which state law requires containment, such as for events that sell alcoholic beverages. In addition, permits for such events must be issued by the Town of Exeter and the Trustees of Swasey Parkway. Fines for non-adherence to these rules are administered according to Town ordinances.

The Trustees of Swasey Parkway are grateful to the many who take a proprietary interest in preserving and maintaining Swasey Parkway. We all owe it to future generations to care for this special place.

Any exception to the rules must be obtained in writing from the Trustees of Swasey Parkway at least ten days in advance of the event.

FEEES

Noncommercial One Day Event, Resident: Up to 20 people. \$75; More than 20 people, \$150

Noncommercial One Day Event, Non-Resident: Up to 20 people; \$150; More than 20 people, \$300

Commercial Vendors: single vendor, one day, \$250; single vendor, seasonal, \$1000; multiple vendors, one day per week per season, \$1200.

The Pavilion Use Fee: \$25 in addition to the above.

Community Event: The Trustees of Swasey Parkway will determine the fee.

**Town of Exeter
Arts Committee**

BYLAWS, POLICIES, and PROCEDURES

Town of Exeter Arts Committee Bylaws

Mission

The mission of the Town of Exeter Arts Committee (EAC) is to promote community centered art and to work with local artists to develop an environment that supports their work. This mission includes visual arts, music, dance, and poetry, among others. **¹

Purpose and Membership

The Exeter Arts Committee is established to encourage, support, and promote the arts in Exeter and surrounding towns. EAC members are appointed by the Board of Selectmen, and are composed of nine citizen members (with no more than three members who are not Exeter residents and are non-voting members), plus one representative of the Board of Selectmen. With the exception of the Selectmen's representative, EAC members shall serve three-year staggered terms. **

EAC membership will not comprise of more than two members from the same organization, affiliation, or family, to prevent conflict of interests and undue influence over the priorities and actions of the committee.

The EAC was given stewardship and management responsibilities for the Gallery and Backroom, on the 2nd floor of the Town Hall, by the Board of Selectmen. The gallery space was designated by the Selectmen for the purposes of a visual arts gallery.

In the case of collaborations with other organizations and non-profits, priority will be given to groups that also support and promote original works from artists.

The EAC will meet every month, to be agreed upon by a majority vote, subject to change to meet the needs of the committee, and as needed to plan events. The EAC meets on the 3rd Wednesday of each month. The EAC will sponsor a number of shows each year, and may sponsor other events, as well as classes and workshops. At the beginning of each year, the EAC will plan a schedule of shows for the year.

EAC members will take roles as officers, and each member is responsible for acting as chair and/or co-chair of an EAC sponsored show/event during the year or other equivalent level of participation. Additionally, each member agrees to participate in a minimum of two show hangings, plus the hanging of the holiday show, and at least two opening events, per calendar year, in addition to a fair share of gallery sitting for each show and other committee responsibilities.

¹ ** Refers to items that are specifically to show compliance with town and state laws and regulations.

Areas of Responsibility

Town Offices Exhibit Space

Local artist works will be exhibited in spaces designated by the Town Manger, in the Town Offices building, with the exhibit changing three times per year. The hanging of work will be managed as a lottery system run by EAC members. The EAC reserves the right to reject exhibiting artwork based on community standards, as determined by the EAC. Artists participating in these exhibits do so at their own risk. Lottery hangings are held on the 2nd Saturdays of January, May, and September. The lottery starts promptly at 10am and should run no more than an hour. Access to the building must be arranged by an EAC member with the Town Manager's office prior to the hanging.

The Town Hall Gallery and Backroom

The Town Hall Gallery is available to all community artists, through shows sponsored by the EAC, as well as to other organizations. The EAC traditionally hosts 6-7 shows per year. The adjacent backroom is also available for classes, meetings, and workshops. Organizations or artists interested in using the gallery or backroom must reserve the space through an application process, sign the Usage Agreement, and provide proof of adequate insurance. The gallery and backroom are available on a first-come-first-serve basis, for any not-for-profit organization or purpose.

Management of the gallery and backroom spaces is done according to all Town of Exeter policies and procedures and in close collaboration with the Town Manager's office. **

No group other than the EAC may host more than one show in the main gallery per calendar year. Any group requesting use of the gallery, may not have the space for more than six weekends. Any request for use of the backroom must be for non-exclusive use and can be for up to 10 weeks at a time before a new application is required.

Operating Policies and Procedures

Meetings and Communications

- It is the responsibility of the Board Chair and Vice-chair to set the agenda for meetings. The Board Chair will send the proposed agenda to the entire committee for input and suggestions for changes and additions at least one week before the meeting. Input/suggestions for the agenda should be sent directly to the chair only, and not to the entire committee. The final agenda will be sent to the committee, as well as Town Manager's office, at least 24 hours before the meeting. The Board

Chair and Vice-Chair reserve the right to make additional changes to the agenda as needed **.

- All EAC business will be handled within the parameters of a committee meeting. Additional meetings may be called as needed, with the requisite minimum public notice of 24 hours. EAC business may not be done via email **.
- Special (or emergency) meetings may be requested by any member of the committee, as long as the meeting is scheduled in accordance with all procedures and given a minimum of 24 hours public notice **.
- All EAC meetings are public meetings, and members of the public are welcome to attend. However, these are business meetings. While members of the public may be asked or permitted to speak, members of the public do not automatically have the right to speak. (In accordance with NH RSA 91-A.)
- Email communications may be used for logistical purposes, such as scheduling meetings, setting agendas, organizing receptions, etc. and quick notification of important information. This use of email should be limited, and replies to the whole committee should be avoided. Email communications may NOT be used as a means to handle regular committee business and committee votes may NOT occur via email (per NH RSA 91-A and town policy) **.

Use of Main Gallery and/or Backroom

- Any group desiring to use the Town Hall Gallery or Backroom must:
 - complete the Gallery Usage Application, to be submitted to the EAC for approval
 - provide an insurance binder with proof of \$1,000,000 liability coverage, noting the Town of Exeter as an interested party.
- Any group using the gallery or backroom will be requested to donate \$35 toward the cost of cleaning, maintenance, and/or cleaning supplies. This is a donation and groups/artists will not be denied use based on the donation.
- Any group that wishes to have alcohol (including wine or beer) at any event or reception while using the Town Hall gallery and/or back room must follow the Town procedures and policies to apply for a permit and follow proper licensing. A copy of the permit should be provided to the EAC for the records.
- No group other than the EAC may host more than one show/event per calendar year in the main gallery.
- Requests to use the main gallery may not be for more than 6 weeks.
- Requests to use the backroom may not be for more than 10 weeks at a time, non-exclusive use.

- No gallery space, including the main gallery and backroom, may be used by any group or individual, on an *exclusive* basis for a period greater than 2 months. **
- Groups using the gallery do not have the authority to allow a 3rd party, group or individual, to use the space without permission from the EAC.
- The EAC will manage and schedule use of the gallery and backroom space in accordance with and cooperation with all Town of Exeter policies and standards, as set by the Selectmen.
- The EAC reserves the right to deny any application, even for groups who have previously used the space, particularly if prior use has resulted in issues or problems or if the event does not meet the priorities and standards of the committee and town.
- The EAC reserves the right to host a show during any month of the year.
- Organizations using the Town Hall Gallery and sponsoring a non-EAC show assume full liability for that show.

Art Shows and Receptions

- For the purpose of certain show responsibilities, “sponsored” is defined as shows that the EAC assumes responsibility for, either full or shared, including financial responsibility. This does not include events that the EAC may “support” through allowed/approved use of the gallery space, cross marketing, or community good will.
- All shows sponsored by the EAC must adhere to the mission, guidelines, and policies of the EAC.
- Shows and events sponsored by the EAC cannot raise funds with the purpose of donation to non-profit organizations. **
- Any funds raised through donations of artists and patrons, through EAC events, must be used to support further arts events for the benefit of the Exeter community and to maintain the gallery.
- Every show sponsored by the EAC must have an EAC member as chair person or co-chair.
- All shows sponsored by the EAC are inclusive of all artists, without discrimination. Most shows are un-juried. However, restrictions may be placed on size, quantity, theme, and genre, as well as the number of participants on a first-come-first-serve basis. EAC sponsored shows may not be by-invitation-only.
- The EAC reserves the right to hold an officially juried show, which would be open to all artists through a jury processes designated and officiated by the EAC.

- A flat budget is set for *entertainment* purposes (music, dancing, etc) at EAC sponsored art shows: \$100 per person for adult performers and \$50 per person for student performers, with a cap of \$300 maximum per show. This may be overridden on a per show basis with a majority vote of the committee.
- The overall budget for each show must be presented to and approved by the EAC, in advance.
- Artists participating in any EAC sponsored show do so at their own risk and assume full liability over their own art work for damage, theft, or any form of loss.
- Artists retain 100% of all sales of artwork during EAC sponsored shows, and the EAC does not profit from any sales of artists' work. **
- The EAC is the ultimate curator for all exhibits held in the Town Hall Gallery, and reserves the right to reject work based on community standards.
- An EAC liaison will be appointed to work with all organizations using the Town Hall Gallery.
- Assignment and usage of the space for a particular show or event applies only to the duration of that event, as agreed to by the EAC.
- For the purposes of gallery usage during a show, a reception is considered to be an opening time during the agreed upon dates of the show and cannot be organized before the show begins or after the show ends.
- Groups that have been granted permission to use the gallery and/or back room should provide the EAC with dates and times of all events and opening times during their use of the space.
- Organizations and artists other than the EAC who have been approved to use the gallery must go through the process of applying for permit to serve alcohol if they wish to have wine or beer at a reception or during a show. Groups and artists should be advised to contact the town manager's office.
- All events that are planned on behalf of the EAC, whether in the gallery space or not, must be discussed in a meeting and voted on by the committee.
- The concept, theme, and/or title of any show or event discussed in and approved by the committee as an EAC sponsored show or event belongs to the EAC, not the individual member or any other group or organization, unless the event/show proposed is specifically a collaboration.

Financial/Fiscal

- All expenditures must be submitted through the EAC treasurer to be properly accounted for, both within the EAC and by the town, to ensure prompt and correct payment. ** Requests for payment or reimbursement cannot be sent directly to the town finance department by any other member or non-member of the EAC.

- All expenditures of EAC funds must be approved by the full committee.
- As a town committee, the EAC cannot perform fundraising activities for the purpose of donation to non-profit agencies as this is “not a public purpose”. **

Keys

- Only EAC members will have on-going possession of keys to the building and 2nd floor spaces.
- The SOS open studio group may maintain one copy of the key, on behalf of the EAC, and are responsible for ensuring that only the appropriate and responsible members of SOS will hold the key for the days they are responsible for opening the building.
- All persons receiving a copy of the key, whether long-term or temporary, must complete a “key sign-out form”. **
- Organizations other than the EAC using the gallery and/or backroom space may have a single key that they will be responsible for sharing with those who will be opening and closing the gallery.
- No duplicate copies of the key may be made, unless by EAC members, after discussion at a meeting. **

Other

- The EAC will not actively promote shows, events, or classes for individual artists or other organizations by use of the EAC email subscribers list. (The email subscriber list is a distribution list, which is maintained in the EAC email account, of email addresses for patrons and artists who have expressly requested to receive information about the EAC and EAC sponsored events.)
- The EAC will strive to review and update the Bylaws on an annual basis, at the beginning of each year.
- All members are expected to read and understand the Bylaws upon appointment to the committee and to actively participate in the review and updating of the Bylaws.
- All officers and member roles are voted in by a majority vote of the committee.
- If a nominee for any officer position or role fails to win a majority vote, the current active officer member will remain in that position.

Seacoast Open Studio

- The Seacoast Open Studio (SOS, formerly Painting Club) is a service provided and supported by the EAC. This service has been provided since at least 2006.
- An EAC member will be the liaison between EAC and SOS. All requests and issues for the SOS should go through the liaison.

- The SOS must adhere to all the policies and procedures of the EAC.
- SOS is open to everyone to attend, without discrimination.
- Attendees will make a nominal donation on the days they attend to help support the maintenance of the gallery and EAC, as well as cover the expense of an annual SOS show.
- The EAC will sponsor an annual show on behalf of the SOS artists.
- The SOS art show will be open to any artists who desire to participate, though the show does not necessarily have to be openly advertised with a “call to artists”.

EAC Member Officers

Chair: Sets the agenda for and directs the monthly meetings, run according to Robert’s Rules. Ensures that the meeting notice and agenda are filed with the Town Manager at least twenty-four hours before the meeting. ** Is the liaison between the Town Manager and the EAC. Is the liaison with all groups and individuals wishing to use the Gallery. Writes and submits the Annual Report.

Vice-Chair: The Vice-Chair fills in and assumes responsibility of the Chair when necessary and assists in development of the meeting agendas. Functions as “public relations coordinator”, responsible for maintaining electronic contacts lists, sending regular electronic communications, reading and responding to EAC email. Also responsible for coordinating use of the backroom, which includes: accepting and processing all request applications for use of the backroom, coordinating the schedule, ensuring the proper insurance information is filed, and acting as liaison with artists and groups wanting to use the space.

Treasurer: Works directly with the Finance Department, maintains an accounting of all funds in and out, processes requests for invoice payments, processes deposits of any checks written to the EAC, communicates financial business to the EAC, and produces an Annual Financial Report. In the absence of a Vice-Chair, the Treasurer will fill the Vice-Chair role.

Scribe: Records the minutes of each EAC meeting, and provides the EAC, Town Selectmen, and Selectmen Representative with the meeting minutes. Files the minutes of all meetings with the Town Clerk and Town Manager in a timely manner. (A draft of the minutes should be filed within 5 days and the final version of the minutes is due after voted on by the committee.) ** Maintains a history of EAC activities. Organizes all files and paperwork for the committee..

Member: All EAC members are responsible for attending meetings and assisting with shows and events. Each member is expected to adhere to the following:

- must assume responsibility as the chair or co-chair of an EAC sponsored show, or act as liaison to Seacoast Open Studio;
- should assist with the hanging of at least 2 shows, as well as the holiday show, and attend/support at least 2 openings, per calendar year;
- do a fair share of gallery sitting for each EAC sponsored show and will not fulfill their share of gallery sitting with non-EAC members without notification of and approval by the show chair;
- make no unilateral decisions on behalf of the EAC and will bring all events proposed as EAC events and issues related to the EAC to the attention of the whole committee in advance to be discussed and voted on;
- bring all documents that will be publicly released on behalf of the EAC to the EAC chair and all publicity for a show to the show chair for approval;
- adhere to the town policies and procedures and bring all town requested approval forms that are needed for EAC events to be voted on by the EAC prior to submitting to the town;
- always make it clear, if a member is affiliated with more than one group, when they are representing EAC versus another group and must be cognizant of any potential for perceived conflict of interest;
- abstain from voting on any decision if there is a conflict of interest and if voting may benefit a family member.
- A member who fails to attend 60% of meetings in a calendar year, may be removed from the committee, in accordance with select-board policies.

Role of Web-Master: Responsible for maintaining the EAC website, updating the calendar of events, posting gallery images and calls to artists, and managing web content. Also responsible for coordinating with treasurer and managing/ensuring payment of annual web hosting and domain name registration fees.

EAC Show Chair

Each show sponsored by the EAC must have an EAC member designated as chair or co-chair for the show. This person is responsible for organizing, arranging, and coordinating the following show tasks:

- If it hasn't already been, schedule the big sign space with the Town Manager's office
- Marketing and Call to Artists
- Show hanging

- Arrangements for the reception
- Removal of all reception foods and garbage by Sunday afternoon of the reception weekend (garbage can be brought to the barrel in the 1st floor front lobby so that town maintenance will remove it at the beginning of the week) and general cleanup.
- Gallery sitting schedule
- Management of show finances and coordination with the treasurer
- Show take down, and return of art and sales to artist

It is not expected that the chair/co-chairs will be solely responsible for doing everything related to the show, but are responsible for coordinating and delegating. Being chair/co-chair does not permit the member to make other unilateral decisions outside of the committee or waive any other policies and procedures defined in these Bylaws. Being chair/co-chair of one show also does not excuse members from participating in and assisting with other shows and events sponsored by the EAC.

Regular EAC Tasks/Work Load

All of these tasks must get done and are getting done by someone. This list is not intended as an expectation that everyone should be doing all of them. The EAC is cognizant that we are all volunteers and that no one would be expected to attend each and every event we sponsor.

Chair/Vice-Chair/Co-Chair

- Prepare agenda and facilitate meetings
- Provide agenda and public announcements of all meetings to town manager
- Primary contact for town management
- Primary contact for community requests for shows and use of 2nd floor
- Primary contact for any issues and questions related to space and committee
- Prepare annual report for town
- Ensure compliance with procedures and paperwork required by town
- Maintain records of and control over keys to building
- Maintain bylaws/policies/procedures as needed
- Liaison with town and community regarding committee, shows, and gallery space
- Requires availability and work for the committee for several hours every week

Treasurer

- Accounting/book keeping for all budget/funds for the committee
- Collect and account for donations from SOS and other groups using the space
- Collect and account for all donations during shows
- Arrange cash for sales, musicians, receptions, etc as needed, including cashing out checks written to EAC for art purchases
- Process requisitions for payments on behalf of the EAC
- Coordinate with town financial officers regarding budget and payments
- Prepare annual accounting report
- Ensure compliance with procedures and paperwork required by town
- Photocopy all checks received, deposit, and provide paperwork and explanation to town treasurer
- Fill role of acting co-chair if there is no co-chair
- Requires availability and work for the committee for several hours almost every week, including paperwork and accounting for every show. December is the busiest, most critical month for the treasurer to be available.

Secretary

- Take minutes at all meetings
- Type minutes and provide draft to town manager within 5 days after meeting
- Present minutes to committee for vote
- Make any corrections to minutes and provide final copy to town manager and clerk

- File paperwork for the committee
- Occasional handle formal communications, such as thank you notes
- Maintain record/scrapbook of committee activities and history

Back Room Coordinator

- Gather and verify paperwork for all requests to use the back room
- Maintain schedule of requests to use back room
- Present requests to Chair and/or committee for approval/voting
- Communicate and coordinate with artists/groups using space

Town Offices – Lottery Hanging

- Facilitate lottery hanging 3 times per year (coordinated with town) – includes tracking art hung, preparing paperwork, notifying town manager, getting key, working with town on available spaces, etc.
- Communicate with artists on any problems/changes with art in town offices building
- Work with town manager on any needs to move/change art, such as during building maintenance (usually once or twice a year)

Communications/Public Relations

- Regularly check email account and respond to emails as needed
- Send regular emails about events and calls to artists
- Post regularly in social media
- Maintain electronic distribution list(s)

Website

- Maintain website for events, updated information, photos, etc
- Manage registration/fee for website, hosting, domain name

For Shows/Events

- Attempt to schedule use of the big sign space
- Marketing and call to artists
- Schedule music
- Organize reception(s)
- Coordinate volunteers for hanging and gallery sitting or managing event
- Management of event finances and coordination with treasurer
- Removal of food and basic gallery cleanup after receptions
- Show take down and returning art to artists
- Applications for use of space other than gallery as needed

Other

- Chair/co-chair for each show (minimum of 5 shows)
- Provide show summary to chairperson for annual report in Jan (as requested)
- Liaison for non-EAC shows (usually 3) and Seacoast Open Studio

- Assist with hangings for shows
- Gallery sit for all shows
- Attend openings for shows
- Attend and support 1st Friday and other EAC events throughout the year
- Attend meetings monthly and as they are scheduled
- Additional marketing, signs, banners, etc.
- Arranging to have space cleaned as needed
- Gallery improvements as needed
- Obtaining supplies, hardware, materials, etc, as needed
- Maintain/update forms and documents

Exeter Arts Committee Timeline

The following timeline summarizes the documented history of the EAC and Town Hall Gallery. This information was compiled from BOS meeting minutes, Exeter Town Reports, former EAC members, including Bill Childs and Dean Scott, former Selectman Bobby Aldrich, and EAC historical records, including meeting minutes and emails.

1991 -- Town of Exeter Selectmen formed the Exeter Arts Committee (EAC) and tasked the committee with curating a display of art in the Town Office building three times per year.

1993 -- The EAC petitioned the Selectmen to expand the committee's role and update the mission statement. The discussion primarily focused around the committee curating the display of art work in the Town Offices, but the changes to the mission statement established the possibility of future expansion for other events and inclusion of other forms of art. The Selectmen unanimously voted to change the EAC mission to the mission that continues to guide the committee:

“The mission of the Town of Exeter Arts Committee (EAC) is to promote community centered art and to work with local artists to develop an environment that supports their work. This mission includes visual arts, music, dance, and poetry, among others.”

(See BOS meeting minutes for May 3, 1993)

Further discussion on the role and purview of the committee continued, with a letter of request from the EAC to the BOS, which expanded the role and authority of the EAC to curate art in all forms on any “town properties”. This request was approved and supported by the BOS. (See BOS meeting minutes for May 10, 1993, letter from EAC chairperson is attached to meeting minutes.)

During this timeframe, the EAC hosted special art show seasonally, with community receptions, making use of the Town Offices, the front lawn of the Town Offices, the Town Hall, and Town Hall steps/portico. The EAC shared use of the 2nd floor of the Town Hall with the Exeter Players and Exeter Area Arts Association (EAAA), primarily as a work/class space and storage. (The EAAA was a non-profit arts organization that worked closely with the EAC on art shows. Additionally, they provided theater and music events and classes.)

Town of Exeter received an award from the NH State Council for the Arts for sponsoring the only municipally supported arts committee in the state. (See BOS meeting minutes for Aug. 23, 1993, letter from NHSCA attached to meeting

minutes.) This award was officially presented to the Town in a ceremony in Concord on Sept. 21, 1993.

1994 -- The EAC petitioned the BOS to increase the membership of the EAC from 5 to 7 appointed members to support the expanded work load, role, and services of the committee for the community. This was unanimously approved. (See BOS meeting minutes for Feb. 14, 1994.)

1996 -- Exeter Players disbanded and relinquished use of the 2nd floor of the Town Hall. The organization notified the Selectmen of their plans to vacate the space and requested assistance from Public Works to clean out the space, with the intention of vacating the space by Sept. 1996. (See BOS meeting minutes for Apr. 29, 1996.)

The Town Hall 2nd floor space was cleaned up with the assistance of Public Works.

1997 -- The EAC petitioned the BOS to expand the number of members from 7 to 10 appointed members, including the Selectmen's rep. This request included a discussion of the committee's role and responsibilities and the expanded service being provided by the committee. This was approved with a unanimous vote. (See BOS meeting minutes for May 19, 1997.)

In 1997, the EAC and EAAA worked closely together to provide arts events to the community. The EAAA and EAC presented an initial proposal to the BOS to use the 2nd floor of the Town Hall as a gallery space. (See BOS meeting minutes for Nov. 17, 1997.)

1998 -- The EAC and EAAA submitted a formal proposal to clean up and renovate the 2nd floor of the Town Hall to be used as a visual arts gallery. (See BOS meeting minutes for Jan. 12, 1998.)

The BOS discussed and unanimously approved the use of the 2nd floor of the Town Hall as a visual arts gallery. (See BOS meeting minutes for Feb. 2, 1998.)

During this timeframe, repairs and improvements were made to the Town Hall Gallery by the Town Facilities Department, including the walls painted, the floors replaced, and the bathroom installed.

Subsequently, there were requests for and approvals of the scheduling of art shows in the 2nd floor Town Hall Gallery almost every month through 1998.

The EAC and EAAA petitioned the BOS for approval to place sandwich boards on the sidewalk and steps in front of the Town Hall to help market the art shows and bring more community awareness to the new Town Hall Gallery space. They

also requested that the town consider adding additional signage in support of the gallery. This was supported and approved. (See BOS meeting minutes for Apr. 27, 1998.)

- 2000 -- Use of the Town Hall Gallery, in cooperation with the EAC and EAAA, expanded to other organizations and committee members. This is the first year that the NH Society of Photographic Artists began using the Town Hall Gallery for their annual photographic arts show.

The EAC notified the BOS that the EAAA had dissolved. The EAC proposed to the BOS that the committee should continue using and managing the Town Hall 2nd floor as a community gallery. (See BOS meeting minutes for Dec. 18, 2000.)

The EAC has been managing the Gallery, in cooperation with and with permission from the Selectmen ever since.

- 2001 -- The EAC reported to the BOS an update on activities, including a full schedule of art shows in the gallery for the year, and on the status of the Town Hall Gallery. The EAC submitted a proposal for the installation of an elevator to improve accessibility to the gallery, to be funded primarily by the EAC, with support of the town. (See BOS meeting minutes for Apr. 30, 2000.)

The EAC launched a fundraiser to pay for the installation of an elevator, making the 2nd floor Town Hall Gallery more accessible. The was supported by the Town and a Town bank account was opened for the EAC to deposit funds raised.

The EAC presented a report on the update/status of the gallery/elevator fundraising efforts to the BOS. The Town, via the EAC, received a \$5000 grant from the Greater Piscataqua Charitable Foundation. The committee raised an additional \$6700 and requested a Warrant Article be issued for \$40,000 in support of the project. At this time, the EAC also reported that the Town Hall Gallery was fully booked for monthly art shows well into 2002 and that the committee had plans to use the back class/work room for artist demonstrations and classes. (See BOS meeting minutes for Nov. 19, 2001, letter from the EAC attached to the minutes.)

- 2002 -- Warrant Article (#17) submitted by Jane Bently on behalf of the EAC requested the citizens to approve \$40,000 to fund the Town Hall Gallery elevator.

The EAC petitioned the BOS to establish official staggered term limits on committee membership. Selectmen discussion included acknowledgement that this change would make the EAC more of a permanent town committee. This was approved and implemented. (See BOS meeting minutes for Mar. 18, 2002.)

The EAC delivered an update report to the BOS regarding the fundraising efforts for the Town Hall Gallery elevator. The committee raised over \$60,000 to have

the elevator installed. The remaining \$40,000 was funded through a warrant article. (See BOS meeting minutes for Jul. 1, 2002.)

The EAC notified the BOS of their intent to update policies, procedures, and bylaws, and requested that the BOS review them. (See BOS meeting minutes for Aug. 12, 2002.)

Mr. Pace, during Selectmen committee updates stated “Arts Committee to discuss policies due to stewardship of the Town Hall.” (See BOS meeting minutes for Oct. 7, 2002.)

The EAC revised Bylaws regarding stewardship of and policies for use of the Town Hall Gallery and class/work back room space to the BOS. The following is an excerpt from the BOS meeting minutes for Nov. 4, 2002:

7. Review of Arts Committee Policies for use of gallery.

Dolores Robolledo and Barbara Cowen, co-chairs of the Arts Committee, reviewed the proposed policies with the Board, intended to cover the responsibilities of their expanded duties. The By-laws would be adjusted to also include use of the additional office space for a classroom and clarification of renting out the Gallery space. It was clarified that revenues go to the Town’s general fund, noting it would be minus any cost for instructors.

Chairman Pace noted the Board does not vote on By-laws, as they serve as explanatory for a Committee. Questions arose concerning the signing of agreements, collection of fees and how the

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use fits into the Town’s building use policy. The Arts Committee was granted permission several years ago to handle the Town Hall second floor space and applications are handled by their sub-committee. They also handle the scheduling, collection of fees and verification of insurance by renters.

Mr. Eastman asked about ‘objectionable art’ and it was clarified that it is handled on a case-by-case basis. When the Committee was first established, the Board granted the Committee the ability to handle this issue.

Mr. Ingram moved to approve the proposed Instructional Programs/Workshops policy as presented; second by Mr. Campbell. VOTE: Unanimous. (attached).

At this time, the EAC also proposed expanding services and offering classes in the back room. (Letter attached to the BOS meeting minutes from Nov 4, 2002.)

The EAC stewardship of the 2nd floor Town Hall Gallery is also documented and acknowledged in the 2002 Town Report, shown below:

ARTS COMMITTEE

Created in 1992, the Town of Exeter Arts Committee remains one of the few New Hampshire town-appointed subcommittees devoted solely to the promotion of the arts. The award winning Exeter Committee has come a long way since its creation, which was primarily the purpose of coordinating exhibits to adorn the walls of the Town Offices. Exhibits at the Town Offices still rotate three times a year, with a public reception during Winterfest.

Several years ago, the second floor gallery of the Town Hall was added to the Committee's area of responsibility. Aside from booking artists for monthly shows at the gallery, a holiday exhibit was put on in December by the Committee. The success of this exhibit was overwhelming and the Committee plans to make this an annual event.

Seeing the potential to expand its role in promoting local arts, the Committee launched a fund raiser last year which, with the help of Exeter taxpayers approving a warrant article for \$40,000, raised \$100,000 to install an elevator in the Town Hall. The elevator will make the Town Hall's second floor more accessible to the public.

All area artists are invited to display at the Town Offices, rent the exhibit space at the Town Hall and participate in the holiday exhibit.

Respectfully submitted,

Barbara Cowan (Co-Chair)
Jane Bentley

Dolores Rebolledo (Co-Chair)
Bill Childs

Peter Barlow
Jane Leonard

- 2003 -- The new elevator in the Town Hall was dedicated. Continued documentation of the acknowledgement and support of the EAC's stewardship of the space is documented in the 2003 Town Report where it is stated: "the Art Committee resumed regularly scheduled month long weekend exhibits in the second floor gallery..." and where the space is referred to as the "Town Hall Gallery".

The following image is from the 2003 Town Report:

EXETER ARTS COMMITTEE

The Exeter Arts Committee has continued carrying out its charge of mounting rotating art displays in the public spaces of the Exeter Town Offices. These year-round exhibits are changed three times a year in June, October and February. We regularly display the work of twenty to twenty-five Exeter area artists during each exhibit. An open invitation in our pre-exhibit newsletter attracts both new and repeat exhibitors.

With the completion of renovations and the installation of the new elevator in the Exeter Town Hall, the Art Committee resumed regularly scheduled month long weekend exhibits in the second floor gallery this past December, with a special display concurrent with the Holiday Open House and Festival of Trees in downtown Exeter. Subsequent exhibits will include both large group and individual displays of painting, sculpture, photography, crafts and other arts events in the second floor Town Hall Gallery.

On December 6th, 2003, the newly installed elevator was dedicated to Jane Bentley of Exeter for her fundraising leadership and to the late Bette Childs in recognition of her years of service to the Exeter Art Committee. The Committee extends its thanks to the voters of Exeter for the additional funding that made the elevator installation possible.

- 2007 -- EAC reviewed and updated the committee Bylaws. The Selectmen, via the committee's selectmen's rep, were involved in all updates and in the approval and implementation of the Bylaws. The Bylaws detail explicitly how the EAC manages the 2nd floor of the Town Hall and establishes the committee's stewardship of the space.
- 2009 -- EAC addressed/reviewed policies and procedures for working with other organizations to use the 2nd floor. EAC worked with Facilities and the Town Manager's office to update policies and adopted/adapted the updated town facility usage form for all applications. Through this, management of gallery remained, at least implicitly, with the EAC.
- 2010 -- Questions/concerns arose regarding building security. The EAC worked with Facilities and the Town Manager's office to take an inventory of keys, document who has a key, and update procedures regarding managing building keys. Ultimately, the EAC adopted use of the town "key sign out" form. Through this, management of the gallery remained with the EAC.
- The EAC worked with a lighting designer and the Town facilities and electricians to upgrade the gallery lighting for better display of art work. This project was completely funded by the EAC through donations and money raised.
- 2012 -- EAC Bylaws were again reviewed and updated with the assistance and approval of a Selectman.

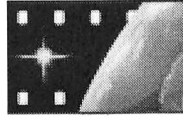
The EAC commissioned new display panels for the gallery, which were completely funded by the EAC. The upgraded display system allows for maximum flexibility of the gallery space so that displays can be arranged according to needs and the panels can be removed to fully open up the space. The new system also provides 50% more space for hanging work.

2015 -- The EAC expanded the services provided to the community with the sponsorship of music on the bandstand during the summer, as well as an event with the Pontine Theater group.

2017 -- The EAC began working with Town facilities and electricians to plan further upgrades to the Town Hall Gallery lighting. The plan is to replace the current bulbs with LED bulbs and then expand the track lighting. This will provide brighter lighting, eliminate the need for floor lamps, and significantly lower the electricity usage in the gallery. The EAC began a fundraising campaign to accomplish this project.

EAC Bylaws were again reviewed and updated with the assistance and approval of a Selectman.

INSURANCE OPTIONS



Entertainment Brokers
International

TULIP Available to Primex³ P&L Members

(Tenant Users Liability Insurance Policy)

Entertainment Brokers International (EBI) is pleased to announce that effective immediately, EBI will offer its clientele an easy to use, fast way to insure most types of events and activities taking place at various facilities and venues throughout the United States.

The TULIP (Tenant Users Liability Insurance Policy) has been available for many years. However, the EBI Program has streamlined the underwriting and accounting process in ways that make the EBI Program the most user friendly product in the market place.

What is a TULIP Program?

The TULIP Program provides low cost General Liability insurance to "third party" users of various venues and facilities. It is used by institutions that permit "third parties" to use their facilities for specific events. It protects both the facility user and the facility itself against claims by "third parties" who may be injured or lose property as a result of participating in the event.

Events may range from very low risk activities, such as seminars, receptions or weddings, to higher risk events including camps, sports events and concerts. The premium is based upon the risk associated with the event or activity, the number of days needed, the number of participants and if there are any special requirements, including alcohol liability, food service, etc.

Here's what Members need to do:

- Go to Entertainment Brokers International website <http://www.ebi-ins.com/tulip/>
- Click on "Purchase or Quote" under TULIP - Event Insurance
- Either enter your venue ID Code, or
- Type the word "Primex" in the search and then use the *drop down list* by clicking the arrow to select your town, city, or school.
- By selecting your organization this way, it pre-fills member address and then you can key in information regarding your specific event.
- If you have any difficulty with this process, please call Amy Poole at 1-800-698-2364 x136.

Rev 10_17_2013

Bow Brook Place
46 Donovan Street
Concord, NH 03301

Primex³
NH Public Risk Management Exchange

800-698-2364
603-225-2841
www.nhprimex.org

T R U S T . E X C E L L E N C E . S E R V I C E .

ALCOHOL PERMITTING/USE FORMS

REFERENCE: PROPERTY USE POLICY

Town of Exeter
Alcohol Request Form for Town Property

NOTE: This form must be filled out regardless of whether the organization is a town organization (committee, department) or a non-profit, or other organization.

Applicant: _____

Address: _____

Phone: _____

Email: _____

Organization Type (circle one):

1. Government
2. Non-Profit
3. Other

Alcohol Service Type (circle one and/or explain):

1. Full service
2. Wine tasting
3. Other (explain) _____

In order to serve alcohol at a town facility or on town property, an applicant/organization must comply with all state and federal laws and requirements regarding liquor licensing. In addition, proper license, insurance and indemnifications will be required by the town.

Applicant Signature

Date



Town of Exeter

10 Front Street
Exeter, NH 03833
sriffle@exeternh.gov
603-778-0591 fax 603-777-1514

Special One-Day Malt/Wine License Application

Name of Applicant and/or Organization Applying: _____
(To appear on license)

Full Address: _____

Applicant's Cell Number: _____ Organization Phone: _____

Applicant's Email: _____ Organization Email: _____

Type of Event: _____ Admission Fee: _____

Type of Alcohol to be served: Beer & Wine Wine Beer

Type of Alcohol to be tasted: Beer & Wine Wine Beer

Event Date: _____ Hours of Event (to & from): _____

Location of event within the Town: Auditorium Art Gallery & Backroom Swasey Parkway

Expected number of attendees: _____ Age Range of Attendees: _____

TOWN OF EXETER LIABILITY DISCLAIMER FOR SPECIAL ONE-DAY LICENSES

By exercising the privileges of this Special One-Day License in serving persons with alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this Special One-Day License will be deemed to be acknowledgement that you are aware of this potential liability.

You are encouraged to discuss the risks associated with exercising your privileges of this Special One-Day License and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

The Town of Exeter and the Select Board, acting as the Local Licensing Authority, shall not be liable to the Licensee or to others if injury or damage shall result from the exercise of this Special One-Day License.

By signing this form, the Applicant acknowledges that he/she understands and will comply with all applicable liquor regulations set forth by the NH Liquor Commission and the Town of Exeter.

Applicant's Signature _____

Date _____

REQUIRED DOCUMENTATION TO SUBMIT WITH APPLICATION:

- Completed license application with cash/check fee, made payable to *Town of Exeter*.
- Invitation/flyer/letter of explanation regarding event.
- Certificate of Liability Insurance, providing General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000, and liquor liability with reasonable limits of coverage, except that liquor liability shall have minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, whereas the policy shall carry an endorsement that the Town of Exeter shall be notified by the insurer no less than ten days prior to the cancellation of said coverage. **The Town of Exeter must be named on the certificate as an additional insured for the event.**
- Procedures of premises of a reasonable precise nature that clearly delineates the location and manner in which Alcoholic beverages will be served, delivered, and/or dispensed.
- On a separate piece of paper, please **describe the manner in which alcohol will be served** to your guests to ensure compliance with existing laws (check IDs, table service/bar, etc.) and specify the manner by which service of such beverages, if minors are in attendance, will be controlled. Minors are not allowed within the area where alcohol beverages are dispensed.
- On a separate piece of paper, please **attach a floor plan** (8.5x11 white paper) of the event area, showing the exact location where alcoholic beverages will be delivered, served and consumed. This can be hand-drawn, if necessary.

GUIDELINES:

- Application for Special One-Day License must be submitted no less than two weeks prior to event.
- Application must be submitted with the one day fee of: \$100
- Malt/wine may only be served at an open bar if a bona fide invitation is received by all attendees.
- Events can only be held on day and date approved on license. No refund is possible after a Special One-Day License has been issued if not used on date specified.
- Malt/wine must be delivered the day of the event and removed from the premises after the event, by the expiration of the Special One-Day License.
- Special One-Day Licenses can only be issued for events occurring between 11:00 a.m. - 11:00 p.m., Monday -Sunday.
- No person/organization shall be granted a special license more than five (5) times in a calendar year.
- License must be posted in the most conspicuous place at the location of event.
- DO NOT allow anyone to bring their own alcoholic beverages to your event.
- Control and properly police the area where the alcoholic beverages are being dispensed. Do not permit persons to carry their alcoholic beverages outside the approved area for consumption.
- Unless waived by the Police Chief in writing, a police detail is required, beginning ½ hour prior to guest arrival and continuing until all guests have left the premises. It is the applicant's responsibility to coordinate these details. The payment of the detail is the responsibility of the applicant at applicable rates.

For Official Use Only

Police Acknowledgement:

Police Chief Signature: _____ **Date:** _____

Security Concerns: _____

Select Board's Actions: (List date below)

Granted: _____ **Rejected:** _____

Restrictions/Conditions/Remarks: _____



TOWN OF EXETER, NEW HAMPSHIRE
ALCOHOL LICENSE AGREEMENT

This Agreement, dated _____ by and between the Town of Exeter, and _____ (User), is for a temporary revocable alcohol service license in a public facility or premises in the Town of Exeter under Town Ordinance 809.

In consideration of the mutual covenants and conditions stated herein, the parties agree as follows:

1. FACILITY/PREMISES. The Town allows use of _____ for the Event described below, subject to the terms and conditions set forth below.
2. EVENT. Describe how and what alcohol will be served: _____

3. DATE and TERM of LICENSE. The date of the Event will be _____, from _____ (a.m./p.m.) until _____ (a.m./p.m.), as which time the LICENSE expires.
4. NATURE OF LICENSE. License is temporary, revocable and conditional. The Town of Exeter reserves the authority to revoke the license in its sole discretion at any time prior to expiration without penalty or liability, and to impose conditions upon the license in the public interest. Specific reference is made to sections 703 and 809 of the Exeter Town Ordinances.
5. SMOKING. Smoking is prohibited in the Facility/Premises.

Name of alcohol vendor _____ Vendor's insurance and license attached

Date alcohol service approved _____ Date alcohol service denied _____

Explanation for denial _____

Conditions of alcohol service approval:

- Alcohol may only be served by a single licensed, insured and approved vendor, which will be the sole source of alcoholic beverages at the function.
 - The service vendor must include the Town of Exeter as an additional insured on its liability policies in relation to the function.
 - Alcohol service must strictly comply with all applicable laws and regulations.
 - Alcohol service will occur in a single designated and secure area, and shall be distributed to legally appropriate persons only by the vendor.
 - Intoxication is prohibited.
 - Persons who are intoxicated or who appear intoxicated shall not possess or consume alcohol, and must safely leave the event without operating a motor vehicle.
 - Additional conditions: _____
-

6. INSURANCE. User will procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of Exeter is an additional insured with coverage of \$1,000,000 per occurrence. User will furnish the Town with a certificate of insurance and endorsement. If you cannot provide proof of insurance, you can purchase a Tenant User Liability Insurance Policy (TULIP). For more information about how to purchase your TULIP, please contact Primex at 1-800-698-2364 x136.

If the function and vendor are approved for alcohol service, the vendor serving alcohol will be required to submit proof of licensure and insurance, to include general liability, liquor liability, automobile liability, property, and workers compensation. The Town of Exeter shall be included in the vendor's liability policies as an additional insured for the event.

7. A SERVICE FEE OF \$100 PER EVENT IS DUE AT THE TIME OF APPLICATION SUBMISSION.

8. INDEMNIFICATION AND HOLD-HARMLESS. To the fullest extent permitted by law, User shall protect, indemnify, save, defend and hold harmless the Town of Exeter, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Agreement or the activities of User or its agents, employees, guests, vendors, contractors or subcontractors, and even if allegedly or actually caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

9. ASSIGNMENT. This Agreement is not assignable to any other person or entity.
10. RIGHT OF ENTRY AND TERMINATION. The Town, its officers, agents and employees shall have the right to enter the Facility at all times during the Event to confirm User's conformance to this Agreement. If the Town determines, in its sole judgment, that it would like to terminate the License for any reason it shall have the right to immediately terminate this Agreement at any time without penalty or liability and User, its guests and vendors shall cease the event and exit in an orderly manner.
11. CONFORMANCE WITH LAW AND RULES. User agrees that User will abide by and conduct its affairs in accordance with this Agreement and all policies, laws, rules, regulations, and ordinances. User shall not engage in or allow any disorderly, unruly, loud, unsafe or illegal activity to occur.
12. MODIFICATION/AMENDMENT/MERGER. This agreement constitutes the entire merged Agreement between the parties. Any modification, amendment or supplementary provisions must be in the form of a writing signed by both parties , which expressly modifies this agreement.
13. SEVERABILITY. If a Court determines that any provision of this Agreement is unlawful or unenforceable, such provision shall be stricken and the remainder of the Agreement shall be enforceable. A Court may reasonably reform any stricken provision in order to effectuate the parties' intent.
14. CHOICE OF LAW/FORUM. This Agreement shall be construed under New Hampshire substantive law without regard to any rules governing choice of law. Any court action regarding this Agreement must be filed and litigated in the New Hampshire Superior Court in Rockingham County, New Hampshire.

15. ATTORNEY'S FEES AND COSTS. In regard to any legal proceedings regarding this Agreement, the Town shall be entitled to recover from User the Town's reasonable attorney's fees and costs to the extent the Town is a prevailing party.

The parties have executed this Agreement at Exeter, New Hampshire this ____ day of _____, 20__.

TOWN OF EXETER

RESPONSIBLE PARTY

Board Designee

(Duly authorized Agent) (Name)

(Organization, if applicable)

(Address)

(City, State, Zip)

Phone

Email



**State of New Hampshire
Liquor Commission
Division of Enforcement & Licensing**



SPECIAL ONE DAY / BEER FESTIVAL / WINE FESTIVAL / AUCTION INSTRUCTION SHEET

A copy of all items from this instruction sheet must be forwarded with application package in order to avoid delay in licensing processing.
License package **MUST BE RECEIVED A MINIMUM OF 15 DAYS PRIOR TO EVENT DATE**

SPECIAL ONE DAY

- Complete all applicable information on the application
- Officer Of Non-Profit Organization **MUST** sign the application
- Person in charge of the event **MUST** be listed on the application
- Complete Local Official Signature Sheet (L-023-a) – Fire Department must indicate capacity of people
- Affidavit – For individual in charge of one day license (**MUST BE NOTARIZED**)
- Licensee Training Designation Form (L-003) must be completed by officer of non-profit who authorizes Person in Charge to attend the MTS class
- MTS Schedule – Person in Charge of event must attend anytime prior to event (see 2nd page form L-003)
- Wholesale Distributors are your source for beverages to be supplied. Liquor and wine are purchased at State Stores with your liquor license number
- Control of Premise: **LEASE or RENTAL AGREEMENT** – If Needed (If question on residential zoning call headquarters for advice and requirements needed)
- Letter from Non-Profit signed by a corporate officer designating the person who is allowed to represent the Non-Profit organization for the event
- List of Servers Form (L-023b)
- Proof of non-profit status from both the NH Secretary of State (Good Standing)
- IRS proof of non-profit status Form (501c3 from Internal Revenue Service)

Once application pkg is complete make check payable to NHLC FEE: \$25 processing fee plus \$100.00 PER DAY

BEER FESTIVAL

- Complete all applicable information on the application
- Officer of Non-Profit Org. /Corp Officer/LLC Member-Manager/Partner/Owner **MUST** sign the application.
- Person in charge of the event **MUST** be listed on the application
- Complete Local Official Signature Sheet (L-023-a) – Fire Department must indicate capacity of people
- Affidavit – For individual in charge of one day license (**MUST BE NOTARIZED**)
- Licensee Training Designation Form (L-003) must be completed by officer of non-profit/Corp Officer/LLC Member-Manager/Partner/Owner who authorizes Person in Charge to attend the MTS class
- MTS Schedule – Person in Charge of event must attend anytime prior to event (see 2nd page form L-003)
- Wholesale Distributors are your source for beverages to be supplied
- Complete Temporary Registration for Beverage form (L032-a) if applicable
- Within 10 business days of the event **MUST** submit NH Bev Festival Additional Fees Due form (L-032b)

Once application pkg is complete make check payable to NHLC FEE: \$25 processing fee PLUS \$250 ONE DAY / \$350 TWO DAY / \$450 THREE DAY

WINE FESTIVAL

- Complete all applicable information on the application
- Officer of Non-Profit Org. /Corp Officer/LLC Member-Manager/Partner/Owner **MUST** sign the application.
- Person in charge of the event **MUST** be listed on the application
- Complete Local Official Signature Sheet (L-023-a) – Fire Department must indicate capacity of people
- Affidavit – For individual in charge of one day license (**MUST BE NOTARIZED**)
- Licensee Training Designation Form (L-003) must be completed by officer of non-profit who authorizes Person in Charge to attend the MTS class
- MTS Schedule – Person in Charge of event must attend anytime prior to the event
- Wines are purchased at State Stores or through the manufacturer with your liquor license number

Once application pkg is complete make check payable to NHSLC FEE: \$25 processing fee PLUS \$250 ONE DAY / \$350 TWO DAY / \$450 THREE DAY

ONE DAY AUCTION (Licensee shall hold only one auction of wines and liquor per year)

- Complete all applicable information on the application
- Person in charge of the event **MUST** be listed on the application
- Officer of Non-Profit Org. /Corp Officer/LLC Member-Manager/Partner/Owner **MUST** sign the application.
- Supply an inventory of all products to be sold (form L-023d)
- Supply affidavit of Alcohol sold within 10 days after the sale/auction(form L-023e)

Once application pkg is complete make check payable to NHLC - FEE: \$25 License

Questions - Call Licensing Help Desk at (603) 271-3523

**NHLC Division of Enforcement and Licensing
PO Box 1795, Concord NH 03302-1795**



State of New Hampshire
Liquor Commission
Division of Enforcement & Licensing



ONE DAY / AUCTION / BEER FESTIVAL / WINE FESTIVAL LICENSE ATTACHMENT

Name of Licensee: _____ Event Date: _____

THE FOLLOWING PERSONS WILL BE SERVING ALCOHOL FOR THIS FUNCTION:

NAME: _____
STREET ADDRESS: _____
CITY/TOWN, ZIP CODE: _____
DATE OF BIRTH: _____
PLACE OF BIRTH: _____

NAME: _____
STREET ADDRESS: _____
CITY/TOWN, ZIP CODE: _____
DATE OF BIRTH: _____
PLACE OF BIRTH: _____

NAME: _____
STREET ADDRESS: _____
CITY/TOWN, ZIP CODE: _____
DATE OF BIRTH: _____
PLACE OF BIRTH: _____

NAME: _____
STREET ADDRESS: _____
CITY/TOWN, ZIP CODE: _____
DATE OF BIRTH: _____
PLACE OF BIRTH: _____

NAME: _____
STREET ADDRESS: _____
CITY/TOWN, ZIP CODE: _____
DATE OF BIRTH: _____
PLACE OF BIRTH: _____

808.2 State Statues

Revised Statutes Annotated defines state laws relative to Auctioneers in New Hampshire. No auctioneer shall operate in the Town of Exeter unless he is properly licensed by the State of New Hampshire.

808.3 Application:

Local applications may be obtained at the office of the Town Manager. The applicant shall state time, date, place of the event and the anticipated length, as well as the number to be in attendance. Action on any application shall be at a regular session of the Board of Selectmen. Applications shall be filed two weeks in advance of the scheduled event.

808.4 Additional Services:

Should the size of the event require additional Town Emergency or Public Services, the reasonable costs for such services shall be paid by the auctioneer obtaining the permit.

808.5 Fees:

The fee for such local permit is \$5.00.

808.10 Penalties:

Any person, firm or corporation violating any provisions of Section 808 shall be punished by a fine of not more than one hundred (\$100.00) dollars for each offense.

809 Licensing of Alcohol Use on Town Property

809.1 In accordance with the provisions of sections 809.1 through 809.9, and RSA 178:22(I), any voluntary non-profit organization seeking to serve and offer alcohol for consumption on closed Town streets, in Town buildings and in Town parks shall first apply for the applicable license with the Town Manager's office.

809.2 To qualify for a license under this Chapter, the voluntary non-profit organization shall obtain a license from the New Hampshire Liquor Commission under RSA 178:22(I).

809.3 The Town shall require a license application, which shall include standards for issuance of the license to serve and offer alcohol for consumption on Town property.

809.4 No license to serve and offer alcohol for consumption on Town property shall be granted for the hours between 10:00 p.m. and 10:00 a.m.

809.5 Applications for a license under this section may be made at the Office of the Town Manager.

809.6 The Police Chief, Health Officer and Parks/Recreation Director

(where applicable for Town Parks) shall review the application for completion and transfer it to the appropriate authority for review and approval as follows:

- a. License to serve alcohol on close Town streets, submitted by the Police Chief and Health Officer to the Town Manager for review and approval;
- b. License to serve alcohol in Town buildings submitted by the Police Chief and Health Officer to the Town Manager for review and approval;
- c. License to serve alcohol in Town Parks submitted by the Police Chief and Health Officer to the Town Manager for review and approval

809.7 To the extent the applicant meets all of the standards for issuance of a license, the Town Manager may conditionally issue the license, which shall not become valid until the applicant provides the Town Health Officer with an RSA 178:22(1) license from the New Hampshire Liquor Commission for the applicable license issuance time period.

809.8 The fee for said license shall be two-hundred (\$200.00).

809.9 Appeals of a denial of a license under this section may be made to the Exeter Board of Selectmen at a regular public meeting.

820 Alarms: Business, Residence, Burglary, Fire, Medical Emergency Alarm Device or System

820.1 Definitions:

- a. **Alarm System:** Any assembly of equipment and devices, arranged to signal the presence of a hazard requiring the urgent attention and to which public safety personnel and equipment are expected to respond. This shall include any alarm system or device connected to the municipality-owned Gamewell Fire Alarm System.
- b. **False Alarm:** The activation of an alarm system through mechanical failure, accidental tripping, malfunction or misuse of the owner or lessee of an alarm system, or his employees or agents. A conclusive presumption shall be made that a false alarm occurred upon the failure of the responding town agency to find any evidence of a legitimate cause for activation. False alarms shall not include alarms caused by severe weather conditions, power outages, malfunction of telephone circuits or other external causes beyond the control of the owner or lessee of the alarm system.

820.2 Standards:

All fire alarms installed in the Town of Exeter shall conform to the standards

NEW HAMPSHIRE
LIQUOR COMMISSION
DIVISION OF ENFORCEMENT
an official NEW HAMPSHIRE government website

Beer, Wine, and Liquor Tastings Frequently Asked Questions

What is a tasting?

Where can tastings take place?

Who can conduct a tasting?

How much can an individual consume?

How do I get product to taste?

Can I advertise a tasting?

Who is responsible if a minor is served or some one is over served?

Do we need to notify the Liquor Commission?

What is a tasting?

NH Law authorizes on-sale and off-sale licensees to provide a free sample of beer, wine, and liquor to individuals over the age of 21. All tastings are required to be free and open to the public.

Where can tastings take place?

Tastings must take place on licensed on-sale or off-sale premises during legal drinking hours of sale for the licensed premise.

Who can conduct a tasting?

1. On-sale and off-sale licensees may conduct or host tastings.
2. Beer manufacturers, beer wholesalers, brewpubs, nano breweries, beverage vendors, domestic wine manufacturers, liquor manufacturer, liquor & wine vendors, liquor and wine representatives can conduct public sampling in conjunction with on-sale or off-sale licensee.

How much can an individual consume?

1. Serving sizes are restricted by the type of product being sampled.
 1. Beer and beverages shall not exceed 4 ounces.
 2. Wine shall not exceed 2 ounces.
 3. Liquor and Fortified Wine shall not exceed 1/2 ounce.
2. There is no restriction as to how many samples an individual can receive but it is the responsibility of the licensee to make sure that no one is over served and are of legal drinking age.

How do I get product to taste?

1. On-sale and off-sale licensees shall purchase all liquor and wine from the NH Liquor Commission for tastings that they are conducting. Beer and beverage shall be purchased from NH licensed beer wholesalers, beverage manufacturers, brewpubs or nano breweries.

2. If a licensed NH beer wholesaler, beverage manufacturers, brewpubs or nano breweries, NH Liquor and Wine Vendor, Liquor and Wine Representative, wine manufacturer, liquor manufacturer are conducting a tasting in conjunction with an on-sale or off-sale licensee then the licensed beer wholesalers, beverage manufacturers, brewpubs or nano breweries may bring products onto the licensed premise to conduct the tasting provided that any product not used during the tasting is removed immediately after the tasting is over.

Can I advertise a tasting?

Yes, an on-sale or off-sale licensee may advertise a tasting event as long as no NH beer wholesalers, beverage manufacturers, brewpubs or nano breweries, NH Liquor and Wine Vendor, Liquor and Wine Representative, wine manufacturer, liquor manufacturer provide the on-sale or off-sale licensee any money towards the placement of the ad.

Who is responsible if a minor is served or some one is over served?

The licensee on whose premise a public sampling occurs and the licensee conducting the sampling shall both be equally responsible for ensuring that all requirements are met under the law.

Do we need to notify the Liquor Commission?

Yes, the NH Liquor Commission must be notified in writing prior to any beer, wine, and liquor tastings by the licensee providing the samples. Reference [Liq 405.01 Definitions](#) and [Liq 405.02 Beverage/Liquor/Wine Public Sampling Notification](#).

You may mail your request to: PO Box 1795, Concord NH 03302-1795 or it may be emailed to the audit department at audit@liquor.state.nh.us.

To obtain a complete list of the rules and regulations please visit [Liq 405 Public Sampling Of Beverage/Liquor/Wine](#) pursuant to [RSA 179:44 Free Drinks](#).

If you have any additional questions please free feel to contact the auditing department at audit@liquor.state.nh.us or call (603) 271-2039.

NH Liquor Commission, Division of Enforcement
50 Storrs Street | Concord, NH 03301
(603) 271-3521

EVANSTON INSURANCE COMPANY
 CERTIFICATE NO.: 634847686553101705

*Sample
 Powderkeg
 Festival*

**CERTIFICATE OF INSURANCE
 SPECIAL EVENT LIABILITY PROGRAM**

PRODUCER		PUBLIC ENTITY (ADDITIONAL INSURED)	
Alliant Insurance Services, Inc. in conjunction with Apex Insurance Services P. O. Box 6450 Newport Beach, CA 92658 License No: OC 36861		New Hampshire Public Risk Management Exchange Town of Exeter	
NAMED INSURED (EVENT HOLDER): Exeter Area Chamber of Commerce 25 Front St, Suite 101 Exeter, NH 03833		EVENT INFORMATION: TYPE: <u>Chambers Of Commerce Events</u> DATE(S): <u>10/20/2012</u> LOCATION: <u>Swasey Parkway</u> *Liquor Liability Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> **Liquor Liability after 12 am ends before 2 am <input type="checkbox"/>	
<p>This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.</p> <p>INSURANCE CARRIER: <u>Evanston Insurance Company</u></p> <p>MASTER POLICY NUMBER: <u>12SEP1000004</u></p> <p>MASTER POLICY DATES: EFFECTIVE: <u>January 01, 2012</u> EXPIRATION: <u>January 01, 2013</u></p>			
COMMERCIAL GENERAL LIABILITY		OCCURRENCE FORM	DEDUCTIBLE: NONE
General Aggregate Limit	\$ 2,000,000		
Products & Completed Operations	1,000,000		
Personal & Advertising Injury	1,000,000		
Each Occurrence Limit	1,000,000		
Fire Damage (Any One Fire)	50,000		
Medical Payments (Any One Person)	5,000		
Liquor Liability (If purchased)	1,000,000		
The limits of insurance apply separately to each event insured by this policy as if a separate policy of insurance has been issued for that event.			
"Who is insured" is amended to include, as an insured, the person or organization shown in this schedule, but only with respect to liability arising out of the ownership, maintenance or use of the premises used by the named insured (event holder). This insurance does not apply to: Any "occurrence" which takes place after the event holder ceases to be a tenant in that premises.			
OTHER ADDITIONAL INSUREDS			
CANCELLATION: Should the above described policy be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder and additional insureds listed.			

AUTHORIZED REPRESENTATIVE: *Karl F. Spares*

DATE ISSUED: 10/02/2012

OTHER INFORMATION

SAU16 USE OF SCHOOL FACILITIES POLICY

The Board subscribes to the notion that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community. To this end, the Board encourages public use of school facilities.

Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity, group or organization, nor the purposes they represent.

Priority of Usage

The following priorities are to be adhered to by the scheduling authority:

- A. School Related Activities: All activities which are recognized by the School Board as being directly related to the educational process.
- B. Government Activities: All activities conducted by any governmental organization recognized under the laws of the United States, the State of New Hampshire, and the town.
- C. Recreation Commission Activities.
- D. Civic Organization Activities: Activities sponsored by any social, service, fraternal, or religious organization which serves the community on a non-profit basis. Youth civic organizations will have priority in this Section.
- E. Other Private or Commercial Activities.

The right to authorize use of school facilities shall be retained by the Board in cooperation with the Superintendent of Schools.

Written application shall be available in the school principal's office, and should be completed at least seven (7) days prior to the requested use.

Regulations Governing Use

- A. Parking Lots: Parking of all vehicles at events or activities shall be restricted to the parking lots and other designated parking areas.
- B. Restrictions on Use: All persons utilizing the facilities during any event or activity shall restrict their use of same to the areas defined as 'facilities' above, except for purposes of ingress and egress to said facilities.
- C. Reorganization of School Property: Any school district property within the facilities being utilized may be rearranged for purposes of permitting the planned event or activity to go forward but shall not be used or distributed except by prior arrangement. In the even of any rearrangement of said property, the items so rearranged shall be returned to their original locations at the termination of the planned event or activity.
- D. Food and Drink: Consumption of food and beverages shall be restricted to areas designated for same. The use of any and all alcoholic beverages is expressly prohibited at all times on property owned by the school district.

- E. Safety: All safety regulations established by local and/or state officials shall be complied with at all times.

The calendar for building use will be maintained by the building principal.

The Board shall establish such fees as they deem reasonable and print these on the application form. They shall be reviewed once each year. Fees may be waived by the Board, in particular, for governmental and for recreation commission use.

Organizations will be required to hire school district custodial personnel if no custodian is scheduled to work during the hours of proposed use.

Police and/or fire protection which may be necessary for certain activities will be the responsibility of the organization using the facilities.

In the event that property loss or damage is incurred during use, the amount of damage shall be determined by the Superintendent, and approved by the Board. The group using the facility during the time the loss or damage was sustained will be billed.

Law Reference:

Appendix Reference:

Date Adopted: July 2, 1998

Revision Dates: December 14, 2004

Last Review Date: December 14, 2004

EXETER REGION COOPERATIVE SCHOOL DISTRICT
Application for facilities use
Office of the Director of Operations
Tuck Learning Center, 30 Linden Street Exeter, NH 03833
Tel. 603-775-8451 Fax 603-775-8987

Procedure of Facility Rental Agreement:

1. No reservation for rental use of facilities may be assumed until written application "Building Use Form" is made and has been approved.
2. The district requires a current certificate of insurance naming the Exeter Region Cooperative School District as the additional insured. A minimum coverage of one million 1,000,000.00 dollars required.
3. The priority of school use is as follows:
 - a. School sponsored activities
 - b. Municipal use - by SAU16 towns: Meetings which involve SAU16 town departments, voting. Or State of NH department of education.
 - c. School Related - Any educational activity sponsored by a nonprofit organization which has a direct benefit to schools within SAU 16
 - d. Community groups- Nonprofit groups that sponsor activities of culture or recreational use for its citizens
 - e. Non community and for profit groups - any organization or individual desiring to rent a school facility for any nature or use the facility for its own non public entertainment.

General Guidelines for Facility Usage

1. School facilities will be made available to eligible groups when request are not in conflict with school sponsored activities.
2. Should a conflict with a school sponsored activity arise after an agreement for use is made, the school sponsored activity shall take priority. Exceptions will be considered by the Director of Operation/Superintendent or his/her designee when undue hardship might result to the contracting organization.
3. The person whom signs the facility rental agreement "building use form" shall be held responsible personally for financial restitution for any and all damages to the facilities as a result of its use.
4. Use of any kitchen equipment must receive written approval from the school district Director of Food and Nutrition. "Food Service Director" The renter will be responsible to employ a food service worker as deemed necessary by the food service director.
5. Rental of school district facilities does not include the use of athletic equipment, music equipment, sound systems, and audio/visual or any school owned equipment unless otherwise agreed upon by the school district in writing.
6. The school department may request a police or fire department detail to protect school property and to provide crowd control. The renter may contact the police or fire department directly in the town in which the school is located to provide event coverage. The renter shall be responsible to make payment to the local police or fire department.
7. Rental fees are to be paid to the Exeter Region Cooperative School District.
8. The school district, at its sole discretion, may cancel an event due to inclement weather or for unforeseen circumstances beyond its control. The school district shall not be held financially responsible for any cancellations.
9. The renter may request permission for off hour snow removal however all cost will be the responsibility of the renter.
10. The school district reserves the right to waive or adjust rental fees at its discretion.
11. The use of any heat producing equipment chemical agent or the use of pyrotechnics is forbidden at any indoor facility.

FEES:

1. All rental fees are due immediately upon billing after the completion of the rental event.
2. All checks should be made payable to the Exeter Region Cooperative School District.
3. The school department may request a deposit based on an estimated amount of services prior to the event.

Liability Coverage:

1. A certificate of insurance is required naming the Exeter Region Cooperative School District as the additional insured. Policy coverage in the amount 1,000,000.00 dollars minimum.
2. **Indemnification:** In consideration for allowing the rental of school facilities and in full recognition of the school board's fiduciary responsibility to protect owned property and assets, the renter hereby covenants and agrees at all times to indemnify and hold harmless the school district its board officers and employees, to the fullest extent permitted by law, from any claims damages losses and expenses, including but not limited to, reasonable attorneys fees and legal cost arising out of the use of these rental premises and school district facilities, by the renter its officers, employees, representatives, contractors, customers, guest, and invitees.
3. **Insurance:** As evidence of its financial ability to indemnify the Exeter Region Cooperative School District during the term of the rental agreement, the renter shall obtain and pay premiums for commercial general liability insurance protecting the parties hereto, their agents officers, elected officials, representatives, or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the performance of the terms of this rental agreement such policy to provide limits not less than \$1 million per occurrence. A certificate of insurance naming the Exeter Region Cooperative School District as the Additional Insured shall be provided. Such insurance contracts shall be with companies acceptable to the school district and they shall require ten (10) days prior written notice to both parties hereto of any cancellation.

Policies for Facilities and Athletic Fields

Maintenance/Custodial Services

1. **Custodial Services:** Any organization (including in-district non-profit youth organization) using school facilities must agree to the assignment of custodial personnel for continuous duty during the time stated on the rental agreement. This requirement includes the time needed to set up prior to the event as well as the time needed to clean up after the event. The district will charge a service fee to the renter for this service. Facility or equipment shall be charged appropriately for its repair or replacement.
2. **Event Manager:** The district reserves the right to assign or designate a school official to be present at any event. The renter would be notified of this requirement in advance and will be charged accordingly.
3. **Rubbish/Recycle:** The Exeter Region Cooperative School District strongly encourages all groups which rent school district owned facilities to recycle. The district reserves the right to charge renters custodial fees if rubbish is left other than within the trash containers provided.
4. **Field Conditions:** A rental agreement includes the use of district owned athletic fields but does not guarantee to the renter that a field will be in perfect condition. At no time shall a renter use a field that is too wet for safe play or cause damage a field.
5. **Misuse of Facilities or Equipment:** Any renter who damages or misuses any district facility or equipment shall be charged appropriately for its repair or replacement. The district reserves the right to cancel or suspend any further rental agreements with a renter as a result of the damage or misuse.
6. **Stadium/Press Box /Score Clock/ Lighting:** If a renter wishes to use district equipment the renter will be charged in accordance with the attached fee schedule.
7. **All facility rentals are per event:** An event represents four (4) hours of time. The cost to rent school owned facilities per event is outlined in the (FEE SCHEDULE FOR FACILITIES)
8. **Cancellations:** A written request for cancellation must be received at least 3 days prior to the event. Any cancellation made with less than a 3 day notice may result in a charge to the renter.
9. **Drinking, Drugs, Profane Language, Smoking:** Incompliance with State of New Hampshire regulations, the use of alcoholic beverages, drugs, tobacco products, weapons, profane language or gambling in any form is strictly forbidden on all school owned property. Food and beverages are not allowed in the auditorium or gymnasiums.
10. **Parking:** All vehicles must park in a designated parking space. Vehicles may not be parked in, or obstruct, fire lanes around any school building. Illegal parking may result in vehicles receiving tickets, or towing at the owners expense.
11. **Snow removal:** The District will not plow or provide additional snow removal for rental events which are not school sponsored activities. Non school sponsored events may request snow removal to be provided at their expense.
12. All School sponsored activities shall be required to have a school assigned supervisor or administrator present.
13. A \$15.00 application fee/or any changes to the application shall be charged for all non school sponsored activities.
14. No event shall be scheduled at the Exeter High School in the month of June until that year's graduation date has been set.

FEE SCHEDULE FOR FACILITIES

Item	In District Non Profit	In District Profit	Out of District Non Profit	Out of District Profit
Auditorium	\$ 150.00	\$ 500.00	\$ 150.00	\$ 500.00
Gym (per 4 hr event)	\$ 100.00	\$ 150.00	\$ 100.00	\$ 150.00
Cafeteria (per 4 hr event)	\$ 75.00	\$ 100.00	\$ 75.00	\$ 100.00
Classroom (per 4 hour event)	\$ 30.00	\$ 60.00	\$ 50.00	\$ 100.00
Computer Lab Multi Trades Lab	\$ 40.00	\$ 80.00	\$ 80.00	\$ 80.00
Science Lecture Hall	\$ 100.00	\$ 150.00	\$ 150.00	\$ 150.00
Culinary Arts Dining Room	\$ 100.00	\$ 150.00	\$ 150.00	\$ 150.00
Roy Morrisette Room	\$ 75.00	\$ 100.00	\$ 100.00	\$ 100.00
Library	\$ 50.00	\$ 100.00	\$ 100.00	\$ 100.00
SST Automotive Garage	\$ 160.00	\$ 250.00	\$ 250.00	\$ 250.00
Stadium	\$ 150.00	\$ 300.00	\$ 300.00	\$ 300.00
Custodial Services (per hour)	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Stage Manager (per hour)	\$ 37.50	\$ 37.50	\$ 37.50	\$ 37.50
Grounds Maint. (per hour)	\$ 37.50	\$ 37.50	\$ 37.50	\$ 37.50
Scorekeeper (per hour)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Kitchen	\$ 50.00	\$ 100.00	\$ 50.00	\$ 100.00

***** Price is per day unless specified *****

Pricing effective 7/1/2012