

Phase 3 - Atkinson Community Center

APPLICATION FORM – USE / RENTAL CONTRACT – Effective September 22, 2020

WITH COVID-19 Reopening Guideline

Location: 4 Main Street Atkinson NH 03811 (603) 362-5531
 E-mail Address: commrec@atkinson-nh.gov
 Mailing Address: 19 Academy Avenue Atkinson NH 03811

**NO PRIVATE FUNCTIONS AND NO SERVING FOOD AT OUR FACILITY UNTIL FURTHER NOTICE
 UP TO 2 HOURS FOR INDOOR AND UP TO 6 HOURS FOR OUTDOOR**

Reservation Day and Date: _____, _____ Start Time: _____ End Time: _____
 Day Month / date / year

Name: _____ Telephone: _____

Address: _____

E-mail Address: _____

Organization: **MEETING ONLY, NO SERVING FOOD** Estimate number of people: _____

Requested room(s) / area (please check all appropriate boxes): Under State of NH policy 50% capacity

- ☐ Banquet Room: < 60 people for meetings and non-exercise programs and <30 for exercise programs
☐ Meeting Room 1: < 6 people ☐ Meeting Room 2: < 12 people ☐ Outside / Parking area

RENTAL FEES

Room	Atkinson Non-Profit	Atkinson For - profit	Amount Due
Banquet Room	\$0 Up to 2 hours - indoor Up to 6 hours outdoor	\$40 / hour or 20% profit	\$
	Security Deposit \$150	Security Deposit \$150	\$150
	Certificate of Insurance	Certificate of Insurance	
	\$70- NEW -COVID-19 cleaning and Disinfecting Fee	\$70- NEW -COVID-19 cleaning and Disinfecting Fee	\$
NO Kitchen USAGE	N/A	N/A	N/A
Room 1 ,	\$ 0	\$10 / hour or 20% profit	
	Yes - Certificate of Insurance	Yes- Certificate of Insurance	
Room 2	\$ 0	\$20/ hour 20% profit	
	No	\$50 - Security Deposit	\$
	Yes - Certificate of Insurance	Yes- Certificate of Insurance	

AMOUNT DUE:

Upon registration, 2 separate checks and a copy of certificate of insurance (See CERTIFICATE OF INSURANCE below) are required along with this application form. Please make your checks payable to the "Town of Atkinson".

- Hall rental- include set-up and clean up time and MAY APPLY COVID-19 Additional cleaning fee \$70
 Credit Card (VISA/ MC/ DIS) / Check / Money order # _____ Exp. Date ____/____
- Security deposit - Banquet Room \$ 150 / Room 1 and 2 \$ 50
 Credit Card (VISA/ MC/ DIS) / Check / Money order # _____ Exp. Date ____/____

SECURITY DEPOSIT: Initial _____

A security deposit is required (check or money order only) \$150 for Banquet Room and \$50 for Room 1, 2, 3 and Kitchen only. This will be held until the event is over and facility has been inspected by an authorized representative and found to be in acceptable condition. The deposit check will be returned or destroyed within 10 days provided all regulations were followed and no

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additional charges were incurred. Non-profit organizations are encouraged to make donations towards ongoing facility maintenance. The security deposit will be forfeited if the event is canceled within 10 days of the reserved date.

CERTIFICATE OF INSURANCE: Initial _____ ☐ Yes ☐ No

The Town of Atkinson reserves the right to require liability insurance for any event held at the Recreation Facility. A certificate of liability insurance, when required, must be obtained in the amount of \$1,000,000 for each occurrence, with the Town of Atkinson (19 Academy Avenue Atkinson NH 03811) named as an additional insured and must not exclude liquor liability. For events at which alcohol is present a Waiver of Liability must also be provided. The certificate of liability insurance can be obtained from your own insurance company or you can contact EBI (Entertainment Brokers International) and obtain the liability insurance through their TULIP (Tenant Users Liability Insurance Policy) program. Please go to if you are interested in purchasing insurance through the TULIP program.

ALCOHOLIC BEVERAGES: Initial _____ ☐ Yes ☐ No

Alcoholic beverages are NOT allowed in the facility except when adherences to the following town requirements are followed.

- ☐ A paid Police Detail must be arranged by contacting Atkinson Police Department at their non-emergency number (603)362-4001 at least two weeks prior to the event in accordance with RSA 105:9 The police department will assess and determine if a police detail is required.
- ☐ The renter must provide a certificate of liability insurance at least two weeks prior to the event. Please see CERTIFICATE OF INSURANCE section for further details

CANCELLATION POLICY: Initial _____

- There will not be any charge for a cancellation due to the COVID-19 cases and full amount of rental fee will refunded.
- A full refund will be given if the Atkinson Recreation Department receives a minimum 14 days cancellation notice prior to the event.
- A 50 percent refund will be returned if the event is cancelled with a 7 to 13 days' notice.
- No refund if the event is cancelled with less than 7 days' notice.
- The Atkinson Recreation Department reserves the right to cancel a function at any time, even when in progress, should you, or any of your guests, violate the terms of this agreement.
- The Atkinson Recreation Department reserves the right to cancel or reschedule any event without notice due to unforeseen emergencies. If the event cannot be rescheduled a full refund will be given.

CLEANING FEES: Initial _____

- Renters are required to leave the facility in the same condition in which it was found. Cleaning up must be done immediately following the event. The Recreation Commission reserves the right to keep the security deposit if it will be additional cleaning
- Due to the COVID-19 the additional fee of \$70 professional deep cleaning and disinfecting service might be charged with rental fee for Banquet Room functions.

FACILITY USAGE: I initial _____

- No Smoking is allowed anywhere inside the building per RSA 155:64-77. Smoking is allowed in designated outdoor areas only.
- Trash is the responsibility of the renter and must be placed in the dumpster provided.
- The facility shall be left in a clean and orderly condition.
- Groups using the facility are responsible for setup. Chairs, tables, etc. shall be returned to their original placement.
- Use of Atkinson Recreation equipment is not allowed without permission.
- Tacks, pins, nails, staples, glue, duct tape or similar items are not allowed.
- All decorations including, but not limited to, balloons, streamers, flags, and banners, etc., must be removed at the conclusion of the event.
- No open flames are allowed except celebratory or ceremonial candles.

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PARKING: Initial _____

Please do not block any entries, exits, or gates. Do not park on the roadway in such a manner as to prevent emergency vehicle access.

COVID-19. ATTACHED ADDITIONAL RESPONSIBILITIES AND PROCEDURE. PLEASE READ INTIAL AND SIGN BELOW:

Intl. _____ I understand the CDC guidance for cleaning and disinfection policies.

Intl. _____ I understand the NH Governor's Universal Guidelines

Intl. _____ I understand that I am responsible to monitor temperatures and ask COVID-19 screening question of my party upon arriving to the site. Check list attached.

Int. _____ I understand that the Town of Atkinson's policy – participants must maintain 6 feet social distancing and wear masks unless person has a medical condition. Please see page 5 ~ 7.

Int. _____ I understand that the Renters must record and provide name, address, phone number of each guest at the table for contact tracing. If we encounter anybody from their functions with COVID-19 infection, the renters will provide contact tracing information to participants and to the Town of Atkinson.

Intl. _____ I understand the Permit will be revoked should the Police, Selectman or Recreation Commission member find noncompliance

RENTERS RESPONSIBILITIES AND WAIVER

1. Pick up/sign out key(s) at Town Hall, Selectmen's Office @ 19 Academy Avenue during the office hours Monday to Friday between 8 am and 4 pm a few days prior to your reservation.
2. Ensure that the space rented is left in a clean and orderly condition. Please fill out the two Check Lists on page 3 and return that page with key after the function.
3. All damage, accidents, or injuries, including vandalism and theft, must be reported to Atkinson Recreation Department within 24 hours.
4. The renter is responsible for all damages no matter how minor. The Atkinson Recreation Department reserves the right to obtain a quote for repair of damages and to bill the renter accordingly.
5. All doors and windows must be shut and locked, lights shut off, A C shut off, and heat turn down to 62 degrees at the conclusion of your event.
6. The Center/Recreation Committee reserve the right to cancel or deny the use of the facilities to anyone, at any time, at their discretion. All deposits and fees will be returned.
7. The Town of Atkinson and/or the Recreation Department is not responsible for personal property/money or for the safety of any property brought onto the premises
8. After your function – make sure to shut off all the lights, close all the windows and lock up all the doors then drop the key(s) in the Center's key drop by the office door or promptly return to the Town Hall, Selectmen's Office.
9. The renter shall save and hold the Town of Atkinson, its officers, directors, employees, agents, contractors and subcontractors harmless for any and all injuries, damages, claims, costs and expenses arising out of the renter's operations, and arising out of the premises occupied by the renter and not attributable to the sole negligence of the Town.

I have read the above contract and agree to the conditions and terms specified therein. This booking will remain tentative-subject to cancellation by the center/committee, until this contract is signed and received by the center.

_____ Customer Signature	_____ Date	_____ Community Center Representative	_____ Date
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Customer name -print

----- FOR OFFICE USE ONLY -----

RENTAL FEE RECEIVED: DATE: _____ AMOUNT: \$ _____ CHECK # _____

DEPOSIT FEE RECEIVED: DATE: _____ AMOUNT: \$ _____ CHECK # _____

SPECIAL INSTRUCTIONS: _____

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CUSTOMERS' CHECK LISTS - Return completed form after the meeting.

Room Rental Check List.		Check
1	Pick up key at Town Hall, Selectmen's office and sign book properly. Selectmen's Office hours: Mon ~ Friday, 8:00AM to 4:00PM. (603) 362-5266	
2	DO NOT DRAG tables, chairs, or any kind of hard objects across the floor.	
3	Do not put anything on walls or ceiling. NO GLITTER.	
4	The entire area used must be cleaned and neat when you leave.	
	- Tables and chairs wiped and put them back in places.	
	- Chairs stacked and placed on front wall.	
	- Floors swept and any spills wiped up.	
	- Take trash out of all barrels and dispose in dumpster and put in new trash liners. You can find the trash liners on bottoms of trash barrels or in the kitchen cabinet.	
5	All personal equipment must be taken with you. Center/Town is not responsible for any items left behind.	
6	The person(s) named on the application form has responsibility to report any damages, destruction, or loss of Center property. These will be billed to the person(s) named on the application form.	
7	All AC units – leave as auto setting.	
8	All lights off.	
9	All doors and windows must be shut and locked.	
10	After the function, make sure to lock the entry door first then drop the key In the Center's key drop located next to the office door or return to the Town Hall, Selectmen's office.	
Kitchen Check List		Check
1	Do not drain any grease, coffee grounds, food scraps into the sink, or you will be charged \$75.00. Only water can go through the grease trap below the sink. Please scrape all grease, food scraps & coffee grounds into the trash barrel.	
2	Clean what you used - ovens, stove, griddle, microwave.	
3	All pots, utensils, etc., washed, wiped and put away.	
4	Check refrigerator (clean and take all the items you brought in).	
5	Wipe counter and work areas.	
6	Sweep floor and mop if necessary.	
7	Take out trash and put new liners for next group.	

of tables used - rectangular: _____ round: _____ # of chairs used: _____

Failure to adhere to the above conditions may result in retention of your deposit and denial of future requests to use the Recreation Facility. Please be considerate and respectful of this building and to all who share this building. Thank You.

NOTE: Keep this form until the date of your event. At the conclusion of your event go through list and check off. Please return this sheet with the key once your event has concluded.

Customer Name (print): _____ Date: _____

Customer Signature: _____

Office Use Only

Center representative _____ Date: _____

Returned key Yes No Key # _____

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Community Center Rental Permit Request Procedures

Phase 1 – Closed

Phase 2 – Open to small groups during the office hours. Opening date July 20th.

Phase 3 – Open to meetings and classes rentals INDOOR for up to 2 HOURS and less than 50% capacity on each room *. Rentals are available during the Atkinson Community Center office hours. Later office hours are available to accommodate the rental request.

* Banquet Room up to 60 people (120)

Exercise and dance classes open to less than 30 people in Banquet Room to maintain

Room 2 – 12 people (24)

Room 1 – 6 people (12)

Rental Business Process Adaptations:

These adaptations are applicable but are not limited to the following rentals: meetings for town departments, town committees, town non-profit organization, Timberlane Regional School related groups and instructional classes for businesses for profit.

Following NH Governor's Reopening guidelines for Universal, Health & Fitness, CDC Guidelines for Cleaning and Disinfecting and Town of Atkinson policy.

General Guidance to Protect All Staff, Volunteers and Participants:

1. Renters Entrance Procedures

- Renters who are responsible for the permit will have temperatures taken and answer the COVID-19 screening question upon arrival to Community Center.
- Renters will not enter the building if not feeling well.
- There will not be any charge for the cancellation due to the COVID-19 cases and Town of Atkinson will refund the full amount of rental fee.
- Renters and participants will be REQUIRED to wear a mask and stay at least 6 feet apart.
- Renters will follow NH Universal guideline.
- Renters are responsible to have the list of participants and to inform to follow all the COVID-19 guidelines to all their participants.
- **NOT PERMITTING TO SERVE ANY FOOD AND BEVERAGES.**
- Individual participants must bring their own water bottles.

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2. Participants' Entrance Procedures

- Participants must register with renters.
- Participants must follow the Signages on door indicating 6ft social distancing, wear a mask, and answer the COVID-19 screening question upon arrival to Community Center. If you are sick, please stay home. No one with a temperature of 99.9 or above will be admitted in the building. COVID-19 screening questions regarding your health and travel will be requested on a written form. A permanent record will be kept for contact tracing.
- While participants get screened one at a time, all other participants must wait outside the entrance on the ramps keeping a six -foot Social Distancing between individuals. Please adhere to the orange social distancing markers on the ramps.
- Entrance to Atkinson Community Center will require a mask over nose and mouth when around others.
- Stop at sanitizing station and sanitize hands. Sanitizing station will be set up on the hallway and a few other locations.
- Participants are encouraged to wash / sanitize their hands often.

3. Rental procedures –

- Rentals are available during the Atkinson Community Center office hours. Later office hours might be available to accommodate the rental request.
- Evenings and weekend rentals are permitted with Recreation Commission and Board of Selectmen's approvals.
- Rental permit allows Room 1 for up to 6 people, Room 2 for up to 12 people and Banquet Room for up to 60 people for non-exercise rental.
- Exercise and dance classes are limited to less than 30 people in Banquet Room to maintain 8 ft distancing.
- Permit only up to 2 hours for each INDOOR rental.
- Permit up to 6 hours for each OUTDOOR rental.
- Business Rental must submit their registration information and provide a copy of liability insurance if they carry it.
- Business Rentals must keep the attendance and their COVID-19 screening record for each session.
- The Permit will be revoked should the Police, Selectman or Recreation Commission member find noncompliance and will be banned from renting any of our facilities.

4. Cleaning

- Renters are responsible for cleaning after their function is done. All tables top and chairs should be wipe down before putting them away.
- Renters must follow CDC Guidelines for Cleaning and Disinfecting
- Cleaning supplies are available in each room.

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5. Rental fees

- Business for profit Rental fees are \$40 per hour or 20% of their profit with \$150 security deposit for Banquet Room and 20% of profit Room 1 and 2.
- Non-profit organization rental fee for up to 2 hours for indoor and 6 hours for outdoor.
- Kitchen usage is NOT PERMITTED.

Room	Atkinson Non-Profit	Atkinson For - profit
Banquet Room (Capacity 60)	Up to 2 hours \$0	\$40 / hour or 20% profit
Additional fee per hour	N/A	N/A
	Security Deposit \$150	Security Deposit \$150
	Certificate of Insurance	Certificate of Insurance

NO Kitchen USAGE	N/A	N/A
Room 1 (Capacity 6)	0	20% profit
	No Security Deposit	Security Deposit \$50
	Certificate of Insurance	Certificate of Insurance
Room 2 (Capacity 12)	0	20% profit
	No Security Deposit	Security Deposit \$50
	Certificate of Insurance	Certificate of Insurance

Resources for establishing re-opening procedures:

The Centers for Disease Control cleaning and Disinfecting – <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

New Hampshire Department of Health and Human Services – www.nh.gov/covid19

National Council on Aging. <https://www.ncoa.org/search-results/?q=reopening>

New Hampshire Safer at Home New Hampshire 2.0 <https://www.covidguidance.nh.gov/>

Universal Guidelines

<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-universal.pdf>

Health and Fitness Guidelines

<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/2020-05/guidance-health-fitness.pdf>