



Franklin Parks & Recreation Department

12 Rowell Drive Franklin, NH 03235

Phone: 603.934.2118 Fax: 603.934.7410 www.franklinnh.org

Community Center/Parks & Fields Use Permit

Name of Organization: _____ Contact Person: _____

Phone: _____ Cell Phone: _____ Email Address: _____

Mailing Address: _____

BRCC

<input type="checkbox"/>	<u>GYMNASIUM/STAGE</u>
<input type="checkbox"/>	<u>GAME ROOM</u>
<input type="checkbox"/>	<u>ACTIVITY ROOM #1</u>
<input type="checkbox"/>	<u>ACTIVITY ROOM #2</u>
<input type="checkbox"/>	<u>FITNESS & DANCE ROOM</u>
<input type="checkbox"/>	<u>MEETING ROOM</u>
<input type="checkbox"/>	<u>ARTS & CRAFTS ROOM</u>

PARKS

<input type="checkbox"/>	<u>ODELL PARK</u>
<input type="checkbox"/>	<u>DANIELL PARK</u>
<input type="checkbox"/>	<u>MARCEAU PARK</u>
<input type="checkbox"/>	<u>TRESTLE VIEW PARK</u>
<input type="checkbox"/>	<u>STONE PARK</u>
<input type="checkbox"/>	<u>ODELL TENNIS COURT</u>
<input type="checkbox"/>	<u>OTHER</u>

BEACHES

<input type="checkbox"/>	<u>LEGACE BEACH</u>
<input type="checkbox"/>	<u>GRIFFIN BEACH</u>
<input type="checkbox"/>	<u>PAVILION AT GRIFFIN</u>

FIELDS

<input type="checkbox"/>	<u>ODELL SOFTBALL FIELD</u>
<input type="checkbox"/>	<u>ODELL LITTLE LEAGUE FIELD #1</u>
<input type="checkbox"/>	<u>ODELL LITTLE LEAGUE FIELD #2</u>
<input type="checkbox"/>	<u>DANIELL PARK FIELD</u>
<input type="checkbox"/>	<u>ROWELL FIELD</u>
<input type="checkbox"/>	<u>PAUL SMITH FIELD #1</u>
<input type="checkbox"/>	<u>PAUL SMITH FIELD #2</u>
<input type="checkbox"/>	<u>OTHER:</u>

Day & Date Requested: _____ Time (including set-up & breakdown): _____

Activity Description: _____ Decorations/Balloons: Y / N Serving Food: Y / N

of People expected to attend: _____ Admission charged: Y / N Number of chairs: _____ Number of tables: _____

Number of chairs: _____ Number of tables: _____ Special Request: _____

PLEASE TAKE NOTICE

- If a room is not left the way you find it, a \$50.00 cleaning fee may be assessed.
- A \$10.00/hr fee will be charged to all groups that rent space outside of normal operating hours.
- All non-Profits must submit a copy of 501c3 declaration letter.
- **Field Use for Franklin Youth Organizations is FREE.** There is an additional \$20.00/hr fee for the lights at Odell Park Softball Field.
- **Priorities of bookings are scheduled based upon category number 1-6.** PLEASE INDICATE YOUR CATEGORY NUMBER BASED ON CHART BELOW: *** _____ ***
- Parks and Recreation scheduled activities have priority over all bookings.

HOURLY RATES BY ORGANIZATION

ROOM REQUESTED	#1 City of Franklin	#2 Franklin Non-Profit	#3 Franklin Resident	#4 Franklin For Profit	#5 Non-Franklin Non-Profit/Resident	#6 Non-Franklin For Profit
Activity Room #1	0	10.00	\$15.00	\$20.00	\$25.00	\$30.00
Activity Room #2	0	10.00	\$15.00	\$20.00	\$25.00	\$30.00
Fitness & Dance Room	0	10.00	\$15.00	\$20.00	\$25.00	\$30.00
Arts & Crafts Room	0	10.00	\$15.00	\$20.00	\$25.00	\$30.00
Game Room	0	10.00	\$15.00	\$20.00	\$25.00	\$30.00
Gym/Stage	0	20.00	\$20.00	\$30.00	\$35.00	\$40.00
Meeting Room	0	10.00	\$15.00	\$20.00	\$25.00	\$30.00
Fields (Seasonal Fee)	0	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Public Parks, Beaches & Pavilion	0	0	0	0	0	0

Please read the following Community Center Policies

1. Alcohol and tobacco products are not permitted on City Property—inside or outside.
2. All organizations must provide certificate of liability insurance coverage in the amount of one million dollars.
3. A Parks & Recreation Staff Member must be present during all facility events unless specified by the Director.
4. Parks & Recreation Administration must approve any alterations to the facility, including hanging items on the walls. Any approved alterations must be removed immediately following event.
5. Storage space for user groups is **NOT** available at the Community Center.
6. Food or drink is NOT permitted on carpeted areas or in the gym.
7. A cancellation fee equal to 50% of the rental fee will be assessed to the permit holder if cancellation occurs less than 48 hours prior to the event. No show, no call will void permit and forfeit entire payment.
8. Any additional requests or changes to the signed permit must be approved by Parks & Recreation Administration.
9. A 50% deposit is due at time of reservation. Payment MUST be received in full prior to the start of the event.
10. Incomplete permits will not be accepted.
11. All user groups ARE RESPONSIBLIE FOR OWN SET UP AND BREAK DOWN. Recreation Staff will provide requested equipment.
12. If hanging items on the walls, you must use non-stripping tape or Sticky Tack. If paint is stripped from walls you will be charged for repair.

I, _____, agree to hold harmless the City of Franklin Parks & Recreation, staff, volunteers, coaches, and instructors for accidents that result for the entire event. The requesting person assumes any and all responsibility when suing the facility for special use and will see that the facility is cleaned and made presentable before leaving the premises and will immediately report any damages. The City of Franklin reserves the right to bill the permit holder for any unforeseen expenses or damages to our property.

I HAVE READ ALL INFORMATION CONTAINED IN THIS DOCUMENT AND UNDERSTAND IT IN FULL.

SIGNATURE OF PERMIT HOLDER

DATE

FOR OFFICE USE ONLY

REQUEST GRANTED _____

REQUEST DENIED _____

AS AMENDED _____

PARKS & RECREATION DIRECTOR

DATE

RENTAL FEE \$ _____

TOTAL FEE \$ _____

CLEANING FEE \$ _____

FEE PAID _____ DATE _____ CHECK#/CASH _____

AFTER HOURS FEE \$ _____