



**TAPPLY-THOMPSON COMMUNITY CENTER**

30 North Main Street, Bristol, NH 03222  
 Phone: (603) 744-2713; Fax: (603) 744-3502  
 Email: [info@ttccrec.org](mailto:info@ttccrec.org); Web: [www.ttccrec.org](http://www.ttccrec.org)

**Community Center Use Permit**

Name of Organization/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

DAY/ DATE REQUESTED: \_\_\_\_\_ TIME (include set up & clean up): \_\_\_\_\_

Activity Description: \_\_\_\_\_

Space Requested (*circle one*): MAIN FLOOR (Gym & Gameroom) DOWNSTAIRS

DOWNSTAIRS WITH KITCHEN KITCHEN UPSTAIRS HALL

NUMBER OF TABLES NEEDED: \_\_\_\_\_ NUMBER OF CHAIRS \_\_\_\_\_

SPECIAL REQUESTS: \_\_\_\_\_

***BUILDING FEES – effective 7/1/23***

ROOM	HALF DAY	FULL DAY
	4 HOURS OR LESS	OVER 4 HOURS
MAIN FLOOR GYM & GAMEROOM	\$125	\$250
DOWNSTAIRS	\$75	\$150
DOWNSTAIRS WITH KITCHEN	\$100	\$200
KITCHEN	\$50	\$100
UPSTAIRS HALL	\$75	\$150
ENTIRE BUILDING	\$300	\$600
ON-GOING PROGRAM	TBD PER ADMIN	

## COMMUNITY CENTER POLICIES

1. The following organizations are eligible to use the Community Center for meetings and social, civic, educational, recreational, philanthropic, benevolent, or charitable purposes sponsored by the following organizations:
  - a. Any department or agency of government of the participating Towns.
  - b. Non-profit organizations, associations or corporations serving the Newfoundland Region.
  - c. Other responsible organizations and individuals under the provisions outlined in this policy.
2. The Director/Assistant Director of Recreation will grant use of the building in the order in which written application is received as long as such use does not interfere with the scheduled recreation program.
3. Every applicant who receives permission to use the building shall, during the time of use, be responsible for the preservation of law and order on the property.
4. No alcohol or tobacco (including vaping) are permitted on the property.
5. Users shall only be allowed to use the space listed on their rental form and should not use any other areas of the building.
6. **NO children** are allowed to be on the stage area on the main floor at any time. If there is equipment that you are requesting to use from the stage it should be designated on your rental form and only adults are allowed to be on the stage. All items need to be returned to their proper spot.
7. Users of the building shall restore areas used to orderly condition before leaving the building by completing the attached list.
8. Users shall comply with all smoking, fire and other regulations – no open flames are allowed in the building (with the exception of birthday cake candles).
9. No games of chance or gambling may be conducted on the property.
10. Children **must** be supervised in all areas of the building at all times by an adult.
11. Reasonable equipment and special facility arrangements, requested on the written application, may be provided by the Center. Users are responsible for setting up and taking down all items used for their event.
12. Permission for groups composed of minors (21 years of age or under) to use the Center will be granted only to adults who accept responsibility for supervising them throughout the activity.
13. The Director of Recreation/Assistant Director may require a staff member to be present during certain rental periods. An additional fee of \$30.00/ hour will be required in these instances.
14. No blocking of exit doors will be permitted.
15. **Inflatable items such as Moon Bounce Houses are not permitted.**
16. Pets are not allowed in the building without the specific consent of the Director/Assistant Director of Recreation.

17. Organizations that regularly use the Center may be permitted to store in the building such personal property as specified by the Director/Assistant Director in writing, upon the following terms and conditions:
  - a. That the property be contained in approved storage compartments, marked with the name of the organization and assigned areas.
  - b. That the owner of the property agrees to hold and keep the Center free and harmless from liability on account of damage or loss to property.
18. A cancellation fee equal to 50% of the rental fee will be assessed to the user group if cancellation occurs less than one week prior to the event.
19. User group is responsible for picking up a key to the building prior to the event during Monday – Friday TTCC Office hours. Key must be returned on next business day following rental or additional fee of \$5/day will apply.
20. User agrees to pay all damages incurred during their use. A credit card will be required for guarantee.
21. No rental will be confirmed until fee is paid in full.

**STATEMENT OF LEGAL RELEASE**

I/We \_\_\_\_\_ of the \_\_\_\_\_

Agree to hold harmless the Bristol Recreation Advisory Council dba Tapply-Thompson Community Center, Board of Director's, Staff, and Volunteers for accidents that may result for the entire program/event for which the building is rented. The requesting organization/person assumes any and all responsibility when using 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 TTCC reserves the right to bill for any unforeseen expenses or damages to the property. There are NO alcohol or tobacco products allowed on the premises. I HAVE READ ALL INFORMATION CONTAINED IN THIS DOCUMENT AND UNDERSTAND IT IN FULL. I UNDERSTAND THAT THE POLICIES ARE STRICTLY ENFORCED.

X \_\_\_\_\_  
 Signature of Authorized Agent / Individual \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Request Granted \_\_\_\_\_  
 \_\_\_\_\_  
 Director/Assistant Signature \_\_\_\_\_ Date \_\_\_\_\_

Request Denied: \_\_\_\_\_

Rental Fee Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Cash \_\_\_\_\_ Check: # \_\_\_\_\_

Damage Deposit Paid: \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_

***ALL FEES ARE DUE UPON APPROVAL.***

KEY PICKED UP: \_\_\_\_\_  
 \_\_\_\_\_  
 Date \_\_\_\_\_

KEY RETURNED: \_\_\_\_\_  
 \_\_\_\_\_  
 Date \_\_\_\_\_

DEPOSIT DISPOSITION: \_\_\_\_\_ Returned \_\_\_\_\_ Cashed for cleanup or damage

Staff Comments: \_\_\_\_\_

**BUILDING CHECK LIST**  
**BUILDING RENTAL CHECK-LIST**

\_\_\_\_\_ Secure all windows and doors (the heat is on in the building from October – April and doors and windows should remain closed during usage)

\_\_\_\_\_ Return all chairs and tables to the racks assigned.

\_\_\_\_\_ Trash removed to dumpster in parking lot at rear of building. New trash bags are available in the Custodial closet on the main floor.

\_\_\_\_\_ Lights turned out.

\_\_\_\_\_ All decorating materials removed (only use of tape is allowed on walls)

\_\_\_\_\_ All additional items returned to their proper bins/containers.

\_\_\_\_\_ Bathrooms left in the same (or better) condition as when you arrived.

**In the event of an emergency while you are using the building please contact one of the following:**

**Leslie Dion 707-7315**

**Dan MacLean 254-4511**