

Town of Belmont Facility Rental and Usage Policy

General Information for all Facilities:

Town of Belmont facilities may be used for recreational, social, educational or other governmental functions only.

The Town of Belmont recognizes and respects the rights of free speech. Permission to use Town facilities does not constitute endorsement of a User's philosophy, viewpoint or objectives. The Town does not discriminate on the basis of gender, race, color, creed, religion or sexual orientation.

The Town of Belmont reserves the right to refuse use of its facilities and grounds for functions that conflict with its commitment to the community to provide meeting space to advance diversified programming for creative, intellectual, social and recreational enjoyment.

Any publicity for an event hosted at a Town facility shall clearly and accurately identify the name of the sponsoring organization or individual.

Users of Town facilities must complete and submit a Facility Use application for use of any Town facility. Written approval or denial of all applications will be provided.

Users are subject to all existing Town policies, rules, regulations, ordinances, State laws, and safety regulations. Users will not engage in disorderly or illegal activities at Town facilities.

Users shall provide any necessary police and fire protection if required by Town ordinances and policies.

The User signing the Facility Use application form is required to be on-site for the event and must be 18 years old. The Facility Use approval is not transferrable or assignable to any other person or entity without the approval of the Board of Selectmen or authorized designee.

Any necessary keys must be picked up at Town Hall during regular business hours, typically the day before an event.

The applicant and the organization shall be held responsible for the proper use of the facility and for the conduct of the participants and shall see to it that the activities are confined to the areas requested and the hours agreed to on the application. In the event that property loss or damage is incurred during such use or occupancy of the facility/grounds, the amount of damage shall be determined by the Town of Belmont or designee; and a bill for damages will be presented to the group or individual occupying the facilities/grounds, during the time that loss or damage was sustained.

All minors must have appropriate adult supervision.

All applicants for use of any Town facility including the Tioga Pavilion, surrounding grounds or Mill space shall hold the Town of Belmont free and without harm from any loss or damage, liability or expense that

may arise during or be caused in any way by such use or occupancy of these facilities. (Application form includes indemnification statement.)

Posters, decorations, and displays must be removed at the end of the event. Items may only be attached using painter's tape. Duct tape, masking tape, scotch tape, thumbtacks and nails are not allowed under any circumstances. Glitter, confetti, rice or similar materials are not permitted at any facilities.

No candles, incense or flames allowed inside any facility. (Cooking with heat sources is permitted in any Pavilion area that is not under cover.)

Use of the Pavilion's fire pit is not permitted. Cooking with heat sources such as grills or smokers is permitted in any Pavilion area that is not under cover.

Printed materials, brochures and leaflets must be removed at the end of the event.

Signs shall not be placed on Town property without the express permission of the Board of Selectmen or their authorized designee.

The Town will not be responsible for articles left at/in the facility or grounds.

THERE SHALL BE NO SMOKING OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND. Any consumption of alcoholic beverages or illegal substances by a member of the organization, audience, team, or attendee shall forfeit the right of that organization or individual to use the property.

Users must clean the area and return and tables and chairs to their original locations.

Users are instructed to remove all trash to the dumpster provided behind the Mill building. No food or other perishables are to be left in any Town facilities.

When leaving any Town facility at the end of an event, the individual responsible must ensure facilities are clean, all doors and windows are locked, air conditioning and fans are off, and the lights are out.

All keys must be returned to the Town Hall immediately after your event via the drop box at the front door of Town Hall at 143 Main Street.

Users will provide written notice of any accident resulting in bodily injury or property damage during use of a Town facility to the Town Administrator within 24 hours of the accident; including date, time, description of the accident and circumstances and names, addresses and phone numbers of anyone involved or witnessing the accident.

A signed copy of the Facility Use Agreement will be provided to Users upon approval or denial. A copy of this executed agreement must be available for review during your event/Facility Use.

Scheduling, Fees & Deposits:

In the event of a scheduling conflict, priority shall be given to Belmont Municipal Boards, Committees and Commissions and Belmont Schools, and Belmont Non-Profit Community Organizations and those programs which increase the diversity of programming.

Private individuals may not reserve a facility more than 90 days in advance.

Rates for Facility Use are provided in the attached Facility Rental & Use Fee Schedule. Payment in full for usage fees and deposits shall be due at least 10 business days in advance of the rental to confirm a reservation. Please include set-up and clean-up time as part of your request.

All Belmont Municipal Departments, Boards, Committees, Commissions and Belmont Schools exempt from Facility fees and deposits.

Facility Use Fees:

The Board of Selectmen will approve and periodically review the Facility Use Fee Schedule for facility fees and required deposits.

**Belmont Non-Profit and Community Organizations may request a fee waiver by submitting a written request with application. Documentation of Non-Profit status may be required. Refundable Cleaning and Key Deposit are required.*

Please note that setup and teardown of tables and chairs is not included with any facility rental.

Deposits:

Payment in full shall be due at least 10 days in advance of the rental to confirm a reservation. Usage Fees and Deposits will be waived for all Town of Belmont municipal Boards, Committees and Commissions, and Belmont Schools.

Cleaning and Key Deposit:

A refundable cleaning and key deposit shall be required.

Keys must be picked up at Town Hall during regular business hours, typically the day before an event.

**Belmont Non-Profit and Community Organizations may request a waiver of the cleaning and key deposit by submitting a written request with application. Documentation of Non-Profit status may be required.*

Refund of Cleaning & Key Deposit:

After any keys have been returned, the facility has been inspected by Town personnel, and a determination of no damage has been made; a refund of the cleaning and key deposit will be issued by the Town of Belmont in the form of a check and will be sent by mail within three to four weeks of the inspection.

If damage is found, or the key is not returned, the Town may retain all or a portion of the cleaning and key deposit. If there is a need to rekey locks due to a lost or stolen key, the User will be billed for the cost, which will be due immediately.

Cancellation Policy:

While every effort will be made to maintain scheduled uses, the Town of Belmont reserves the right to cancel or reschedule any event without notice due to unforeseen emergencies. If the event cannot be relocated or rescheduled a full refund will be issued.

In the event of cancellation by a User, written notice shall be given to the Town of Belmont within 5 calendar days of the scheduled event. A full refund will be returned if proper notice is received. All applicable deposits will be returned within three to four weeks of the request.

Liability Coverage:

Any individual or organization wishing to use the Tioga Pavilion or other Town facility, other than those elected or appointed by the Town, must provide comprehensive liability insurance or Special Event insurance naming the Town of Belmont as an additional insured with a coverage limit of no less than \$1,000,000 per occurrence.

The Town may, upon written request, waive, in part or in whole, the requirements of, and indemnification for Users unable to reasonably afford it.

If a vendor such as a caterer is hired for an event, or if a group has been hired to perform, the vendor/caterer or performance group must provide comprehensive liability insurance or Special Event insurance naming the Town of Belmont as an additional insured with a coverage limit of no less than \$1,000,000 per occurrence. Proof of licensure and workmen's compensation coverage may also be required.

All fees and liability or Special Event insurance, including endorsement to an individual's policy naming the Town of Belmont as an additional covered party, must be submitted to the Town of Belmont Selectmen, Town Administrator or their designee at least 10 business days in advance of the event.

Individual waiver forms may be required by the Board of Selectmen or their authorized designee for some types of rentals.

Without proper liability coverage, the event shall be cancelled.

How to Reserve Space:

1. Print the Facility Use Application Form and the Facilities Rental and Usage Policy, which can be found at www.belmontnh.gov
2. Submit the completed application form to the Town of Belmont. If your application is approved, you will be asked to submit a Certificate of Insurance along with any applicable fees and deposits to the Town of Belmont prior to confirmation of reservation.

Questions:

If you need information or have questions, please contact: assessing@belmontnh.gov

Telephone: 603-267-8300 xt. 118

Fax: 603-267-8327

Postal Address: Town of Belmont, PO Box 310, Belmont, NH 03220

Tioga Pavilion:

Mission & History:

The Tioga Pavilion's mission is to provide the residents of Belmont, NH, a central community meeting place and to advance a diversity of programming for the creative, intellectual, social, and recreational enjoyment of Belmont residents.

The Tioga Pavilion was built in 2014 using grant funds generously provided by the Land Water Conservation Fund program. The Pavilion and Riverwalk LWCF grant application was written by Christine Fogg of Belmont with support from Belmont Town Staff. The Pavilion was constructed by NCM Management LLC.

Permitted Uses:

- Community gatherings
- An outdoor meeting place for community organizations and clubs
- Recreational and Cultural Activities
- Enrichment Programs
- Shows and Exhibits
- Social Events
- Town Use
- School Use

Not Permitted Uses:

- Business Use (unless approval as a Special Event is granted by the Board of Selectmen or their authorized designee).
- Regular weekly or monthly scheduled meetings (unless approval is granted by the Board of Selectmen or their authorized designee).

Some events may require a Special Events application/permit. The Board of Selectmen or their authorized designee will make a determination upon review of a Facility Use application.

Private Events:

The Tioga Pavilion is available for private events. Private events shall not be scheduled more than 90 days in advance of the event.

Available Space:

Location:

The Tioga Pavilion is located at 18 Mill Street in Belmont, New Hampshire.

It is a large common area with 26' x 80' paved covered space and handicap accessible bathroom. Tables and chairs available on request.

Accessibility:

The Tioga Pavilion is accessible to persons with disabilities in accordance with the Americans with Disabilities Act (ADA).

Capacity:

The covered area of the Pavilion is an open space and does not have a maximum capacity.

Parking:

Free parking is available for the Tioga Pavilion and Belmont Mill. Motor vehicles are allowed on designated roadways and in parking lots only. Parking must be within the designated areas, and vehicles must not be parked in a manner which will impede traffic. All-terrain vehicles are prohibited.

Bathrooms:

Bathrooms are located within the enclosed area and are handicap accessible.

Hours of Availability:

Tioga Pavilion hours of operation: 7:00 a.m. to 10:00 p.m., from April through mid-October, weather-dependent.

To inquire about availability, contact the Belmont Town Hall at 603-267-8300. Requests for events outside the hours of availability will be considered upon request.

Belmont Mill:

Permitted Uses:

- Community gatherings
- Recreational and Cultural Activities
- Enrichment Programs
- Shows and Exhibits
- Social Events
- Town Use
- School Use
- Regular weekly or monthly scheduled meetings of community organizations and non-profits, with approval from the Board of Selectmen or their authorized designee

Not Permitted Uses:

- Private events for individuals (such as birthday parties, showers, etc.)
- Business Use

Available Space:

Location:

The Belmont Mill is located at 14 Mill Street in Belmont, New Hampshire.

The Penstock Room is a Mill meeting space located on the 4th floor of the Mill. It is accessible by elevator or stairs. Tables and chairs available on request.

Accessibility:

The Belmont Mill is accessible to persons with disabilities in accordance with the Americans with Disabilities Act (ADA).

Capacity:

The Penstock Room has a maximum capacity of 46 people.

Parking:

Free parking is available for the Tioga Pavilion and Belmont Mill. Motor vehicles are allowed on designated roadways and in parking lots only. Parking must be within the designated areas, and vehicles must not be parked in a manner which will impede traffic. All-terrain vehicles are prohibited.

Hours of Availability:

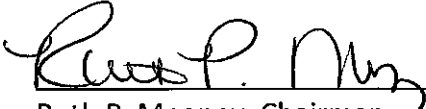
Belmont Mill hours of operation: 7:00 a.m. to 10:00 p.m.


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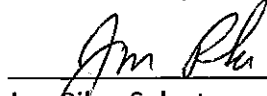
Facility Rental & Usage Policy


Adopted 04/20/2015

Amended 09/18/2024


Ruth P. Mooney, Chairman


Travis O'Hara, Vice Chairman


Jon Pike, Selectman


Claude B. Patten, Jr., Selectman


Sharon Ciampi, Selectman

Town of Belmont Facility Use Application Form

Office of the Board of Selectmen

143 Main Street, PO Box 310, Belmont, NH 03220, (603) 267-8300 xt. 118

Organization/Individual: _____

Nature of Organization: Town Committee _____ Belmont NonProfit _____ Community Organization _____
Private _____ Regional NonProfit _____

Facility Requested: Tioga Pavilion _____ Mill/Penstock _____ Other: _____

Nature of Event: Meeting _____ Show/Exhibit _____ Social Gathering _____
Other: _____

Fundraising/Solicitation: Will there be fundraising, solicitation, offerings or fees charged? YES NO

Description of Event: _____

(Include Setup & Cleanup time)
Event Date: ____ / ____ / ____ Time Start: _____ am / pm Time End: _____ am / pm

Number of Attendees: _____ # of Adults: _____ # of Youth: _____ Age range of youth: _____

Responsible Party/Contact Person: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

I have read and understand the Town of Belmont Facility Rental and Usage Policy. I take responsibility to ensure that all participants adhere to the policy. I understand that a Certificate of Insurance must be filed with my request. I understand the Town of Belmont does NOT have a license to show COPYRIGHTED movies.

Signature of Responsible Party / Date

Please submit completed form with payment in full to the Belmont Town Hall at 143 Main Street (PO Box 310, Belmont, NH 03220)

For **Office Use Only:** APPROVED DENIED By: _____

Certificate of Insurance Required: YES NO Date Submitted: _____

Individual Waivers Required: YES NO Date Submitted: _____

Fee Waiver Requested: YES NO Fee Waiver Granted: YES NO

Key Pickup Date: _____ Key Returned: YES NO

Town of Belmont Facility Use Application Form

Office of the Board of Selectmen
143 Main Street, PO Box 310, Belmont, NH 03220
(603) 267-8300 xt. 118

Please initial below:

- _____ The individual signing this application form is required to be on-site for the event and must be at least 18 years old.
- _____ There is no alcohol, illegal substances or smoking permitted on-site.
- _____ Keys may not be copied and must be returned to the Town Hall drop box immediately after the event.
- _____ Certificate of Insurance is required (*Waiver requests may be submitted for Belmont non-profit community groups*).
- _____ Special Event Permit and/or Individual Waivers may be required.
- _____ Pavilion rental does not include use of the fire pit; and cooking with heat sources such as grills and smokers is not permitted under the covered area of the Pavilion.
- _____ All laws and Town Ordinances such as the Noise Ordinance, and any other safety measures must be followed.
- _____ The area must be cleaned, including any tables and chairs. All trash must be placed in the dumpster.
- _____ Users must provide written notice of any accident resulting in bodily injury or property damage to the Town Administrator at within 24 hours of the accident, including date, time, description of the accident and circumstances and names, addresses and phone numbers of anyone involved or witnessing the accident.

Indemnification & Insurance:

The User must agree to protect, indemnify, save, defend and hold harmless the Town of Belmont, including its Officials, employees and volunteers (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 fees, which the Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss or damage to property, arising from User's acts or omissions in the use of Town Property licensed to the User, whether or not such injury, death and/or damage is caused in part by any action or failure to act, negligence, breach of contract, or other misconduct on the part of the Indemnified Parties.

Without limiting its indemnification, the User must procure and maintain at its sole cost and expense, comprehensive general liability insurance or event insurance with the Town of Belmont named as additional insured, with a coverage limit of not less than \$1,000,000 per occurrence or obtain a waiver from the Board of Selectmen or their authorized designee. User will furnish the certificate of insurance and endorsement no later than 10 business days in advance of the event.

Signature of Responsible Party / Date

Printed Name



Town of Belmont

143 Main Street, P.O. Box 310, Belmont, New Hampshire 03220-0310
 Telephone: (603) 267-8300 Fax: (603) 267-8327

FACILITY RENTAL & USE FEE SCHEDULE

Event Date: _____ Organization/Individual: _____

Description	Cost \$	# of Hours	Total \$
Pavilion Rental with tables, chairs, bathrooms, trash disposal • Includes first two hours	\$80.00		\$
Pavilion Rental • Additional hours after first two hours	\$20.00		\$
Mill Penstock Room Rental (One Time Use) with tables, chairs, bathrooms, trash disposal, projector and screen • Includes first two hours	\$50.00		\$
Mill Penstock Room Rental (One Time Use) • Additional hours beyond first two hours	\$15.00		\$
Mill Penstock Room Rental (Annual Use)	\$50.00		\$
Mill Penstock Room Rental (Monthly Use)	\$5.00		\$
Cleaning & Key Deposit	\$200.00		\$
Other:			\$
TOTAL			\$

* Belmont Municipal Departments, Boards, Commissions and Committees exempt from fees.

* Belmont Non-Profit and Community Organizations may request a waiver of the usage fee and/or cleaning and key deposit by submitting a written request with application. Documentation of Non-Profit status may be required.

For Office Use Only:

Total Fee \$ _____ Payment Date: _____ Cash/Check#: _____

Usage Fee \$ _____ Cleaning & Key Deposit \$ _____ Recd. By: _____

Refund Approved: _____ Date: _____ \$ _____ Check#: _____

Payee: _____

Mailing Address: _____