

**TOWN OF CONWAY**  
**FACILITY OF USE POLICY AND APPLICATION**  
**CONWAY COMMUNITY BUILDING, Whitaker Homesite Building & Field,**  
**Schouler Park and O'Brien Field**

The Conway Community Building and grounds serve as a community facility to be used as a community facility to be used primarily for Town sponsored recreational programs. Its use is largely oriented towards a variety of youth programs including the Conway Parks and Rec. Department's Teen Center. It also serves as administrative offices for the Town Parks and Recreation Department and for such Town functions as a polling place during elections.

The Whitaker Homesite Building and grounds serve as a community facility primarily for outdoor recreation activities sponsored by the Conway Parks and Recreation Department and an indoor facility for the Mt. Washington Valley Ski Touring Center, Kennett High School Nordic Team, ESSC and Conway Conservation Commission meetings.

The building and grounds are available for general community use for such functions as meetings or special events sponsored by a private for profit or non-profit groups. Such use however, shall not conflict with the primary uses of the facility. Specifically, there may be events or programs that are not compatible with use of the facility for youth programs. The Town Manager shall determine whether a program or event is compatible with Town youth programs.

The following specific policies shall apply:

1. The facilities of the Conway Community Building and the Whitaker Homesite Building shall be open for all appropriate uses by the residents of the Town of Conway.
2. All users of the community building will be required to enter into the attached user agreement.
3. The following rental user categories shall apply:  
The Town of Conway and Conway precincts and affiliates are exempt from fees. All other organizations, groups or individuals whether "not for profit" or "for profit" shall be subject to fees.
4. On-going use of the facility by a particular group is generally not permitted.

The Town Manager, however, may make exceptions to this policy if in his/her judgment; there is a community benefit to such ongoing use.

5. Scheduling priority shall be given to Conway based organizations. Use shall be at the discretion and convenience of the Parks and Recreation Department's Director and shall be subject to change or cancellation.
6. Local, Civic Groups and organizations which use these facilities must fill out the facilities use application provided by the Parks and Recreation Director.

Groups will be responsible for the following:

- A. There is a \$10 charge for a key. Once the key is returned, the \$10 will be returned.
  - B. No smoking is allowed in the building or on recreation property.
  - C. Setting up and pick-up is solely the responsibility of the user. Room must be left clean.
  - D. Windows must not be left open.
  - E. All lights must be turned off and all doors are to be secured.
  - F. The applicant is responsible for any damage to the facility.
  - G. The applicant shall restrict their use to the assigned room.
  - H. The applicant will have access to the restrooms on appropriate floor level.
  - I. The applicant will be respectful and considerate to other facility occupants and NO alterations to the facility is allowed.
7. The Town of Conway is NOT responsible and or liable for items lost or stolen.
  8. Organizations and individuals using these facilities must have their own liability insurance. Proof of insurance must be submitted naming the Town of Conway as an additional insured. If insurance cannot be obtained the organization or function must be approved by the Town Manager as a sponsorship of the Parks and Recreation Department.
9. Rental User Category:
    - A. Town of Conway, precinct and sub-groups are exempt from fees.
    - B. All other organizations, groups or individuals whether "not for profit" or "for profit" shall be subject to a fee.
    - C. Priority of use shall be with Conway based organizations.
    - D. A fee of \$65.00 shall be charged for the use of outside lights at Schouler Park, Whitaker Homesite field and Dick O'Brien Field.
    - E. All users of town facilities and fields shall provide the Recreation Director proof of Insurance naming the Town of Conway as an additional insured. Failure to do so will result in denial to use town facilities and fields.
    - F. Whitaker Homesite Building use will have a rental fee of \$75.00.

**TOWN OF CONWAY**  
**Parks and Recreation**  
**Facility & Field Use Application**

Date of application \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Rain/Snow Date \_\_\_\_\_

APPLICATION INFORMATION

Name of Organization

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Phone \_\_\_\_\_

Address \_\_\_\_\_

Authorized Representative for Organization

Name \_\_\_\_\_ Title \_\_\_\_\_

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

Email \_\_\_\_\_

Address \_\_\_\_\_

Alternate Contact Information

Name \_\_\_\_\_ Title \_\_\_\_\_

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

Email \_\_\_\_\_

Address \_\_\_\_\_

NAME AND DESCRIPTION OF EVENT

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LOCATION OF EVENT \_\_\_\_\_

By signing this contract I am agreeing to abide by all aspects of this agreement and its policies with the Town of Conway.

Signature of Applicant \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Date and Time received by the Town of Conway \_\_\_\_\_