

Conway Parks and Recreation Department

Facility of Use Policy & Payment Structure

The Town of Conway Parks and Recreation Department is located at 176 Main Street in Conway New Hampshire. The Conway Parks and Recreation Department building is the home of the Marshall Gymnasium and the brand new Stage for performing arts. On page 3 you will find the fee structure to rent either the gymnasium or the stage. In addition, the Conway Parks and Recreation Department owns and operates the Whitaker Homesite building. On page 3 you can find the fee structure for that facility.

Facility Use Rules

Damages & Losses: The renter is financially responsible for any damage to the facilities. Conway Parks & Recreation Department is not responsible for loss or damage of items/equipment brought to the facility.

Event Supervision: The renter is responsible for supervision of those attending the event or using the facility. The Conway Parks and Recreation Department Director reserves the right to determine if police and/or fire services are required at the renter's expense.

Custodial: The Conway Parks and Recreation Department Director will coordinate basic services to include unlocking doors, instructing the renter as to the operation of facilities, providing necessary equipment, cleaning supplies and securing the facility following use. The renter is responsible for coordinating with the Conway Parks and Recreation Director for load in and load out of equipment. Event organizers are responsible for the cleanliness of the facility after usage. The Conway Parks and Recreation Department does reserve the right to hold/keep the renters deposit check if additional cleaning is needed following the event.

Cancellation of an Event: The Conway Parks and Recreation Director has sole authority to determine whether the facilities should be closed for reasons of public safety. Notification will be made as soon as possible. Contracts for periods during which the school is closed for reasons of public safety are automatically cancelled without penalty to either party. However, every effort will be made to reschedule any canceled event to a mutually acceptable date. If the renter cancels within 48 hours of the event, the Town of Conway will keep 20% of the total renters cost.

Equipment and Furniture Usage: Use of facility equipment and furniture must be booked in advance through the Conway Parks and Recreation Department Director. Use of equipment is dependent on availability and rental charges may apply.

House Manager: A House Manager is required whenever 75 or more people are in attendance.

Fire and Safety: The use of any pyrotechnical stage devices, open flames or fog machines is prohibited. Any electrical equipment that does not belong to the Conway Parks and Recreation Department must be inspected and approved for use in the facility. Conway Parks and Recreation Department staff have access to all town facilities and may cancel or terminate an event at any time if, in their opinion, the event represents a danger to the facility or public safety, or if it is considered unacceptable for a public performance. The renter will only have use of those areas of the building that are under contract. Set construction or painting is permitted in approved areas only with advanced permission from the Conway

Parks and Recreation Director. Please note, no nails, screws, or tape may be attached to the walls or floors without advanced permission. Spike or gaff tape is the only tape that will be approved for use on the stage floor. All sets, props, costumes & equipment must be removed from the premises within one day of the last performance/usage. Some storage may be allowed by special permission of the Conway Parks and Recreation Department Director. The Town of Conway Parks and Recreation Department accepts no responsibility for articles left on Town of Conway property by the renter.

Photography & Video Taping: Photographing, videotaping, filming, and recording are permitted only by special permission of the renter.

Food & Beverage: Food and beverages consumed in the Marshall Gymnasium/Whitaker Homesite must be approved by the Conway Parks and Recreation Department Director. Chewing gum is strictly prohibited in either the Marshall Gymnasium or Whitaker Homesite.

The possession of firearms inside the Conway Parks and Recreation Department building/school property is prohibited except by authorized security personnel. The use of any weapons as stage props must be approved in advance by the Conway Parks and Recreation Department Director.

Rental Agreement

Organization Name: _____

Address: _____

Phone: _____

E-Mail _____

Name of Performance: _____

Please Check the Box that applies: Non Profit _____ Profit _____

Rental Dates: _____ Estimated Attendance _____

Total Rental Fee: _____

Insurance Included: Yes _____ No _____

I have read and understand the rental agreement including all policies and procedures. I hereby agree to follow all said above rules and guidelines set by the Town of Conway Parks and Recreation Department & Town of Conway Board of Selectmen.

Renter Name (name printed) _____ Date: _____

Renter Signature: _____

Conway Parks & Recreation Department Director (name printed) _____

Conway Parks & Recreation Department Director (Signature) _____

Date _____

Please mark (X) in the far-right column for all usage you will need. In addition, all rental fees must be paid in full in order to guarantee usage. It is the renter's responsibility to provide proof of insurance naming the Town of Conway as an additional insured in order to complete the rental process.

Stage Rental	Non Profit	\$175 (Per Day)	
	For Profit	\$275 (Per Day)	
	2nd Day	\$125	
	Each Additional Day	\$50	
Technical Director		\$30 (per hour)	
Additional Technical Asst. (Lights)		\$30 (per hour)	
House Manager		\$20 (per hour)	
Custodian		\$30 (per hour)	
Chair Set Up (100 Chairs)		\$30 (per day)	
Floor Covering		\$50 (per day)	
Concession Stand		\$20 (per day)	
Additional Room Usage		\$10 (per room)	
Total Charge			
Gym Rental		\$200 (per day)	
	2nd Day	\$125	
	Each Additional Day	\$50	
Set Up		\$30 (per hour)	
Custodian		\$30 (per hour)	
Concession Stand		\$20 (per day)	
Total Charge			
Whitaker Homesite Building	Non Profit	\$100	
	For Profit	\$150	
	Each Additional Day	\$75 (non profit)	
	Each Additional Day	\$125 (for profit)	
Custodian		\$30 (per hour)	
Deposit (Refundable after event)		\$200	
Total Charge			

