

TOWN OF DERRY
Application for
USE OF TOWN FACILITIES

Applicant: Name: _____ Phone: _____
(responsible representative)
Address: _____

Organization: _____ (if applicable)

Function: _____
(Anticipated Number of Participants)

Date(s) _____ Time: From _____ To _____

Insurance: _____ (name)
_____ (address)

Set Up: Auditorium Style _____ (please check)
Special Seating _____ (please check & explain below)

Police Detail: _____ Yes _____ No Televis: _____ Yes _____ No

Visual Aids _____ Yes _____ No:

Explain: _____

The undersigned certifies that he/she is familiar with the rules and regulations of the Town of Derry for Use of Town Facilities and that such rules and regulations will be enforced by said user. Amplification, electrical or mechanical equipment of the Town shall not be used or tampered with by applicants, their agents or attendees! The undersigned accepts full responsibility for any and all damages to Town property which may occur while used by the applicant and releases the Town of all personal liability during the use of Town property. User hereby agrees to provide prompt and proper settlement of claims for damage. All rules relating to the use of the Town facilities are hereby accepted and they are hereby made a part of this agreement.

Signature of Applicant

Office use only

Fee Paid: _____
(\$100 / four (4) hour increments)

Please make checks payable to: **Town of Derry**

Revised: 09.15.2023

Date Received: _____

Approved by: _____

Denied: _____

Date: _____

Town of Derry - Administrative Regulation

Effective Date: September 15, 2023 Regulation No: 22

Revision Date: September 15, 2023 Supersedes: June 4, 2002

Approved By: David R. Caron

SUBJECT: USE OF TOWN FACILITIES

I. PURPOSE

This Administrative Regulation is to establish the procedures and determine conditions for community use of Town of Derry buildings and grounds.

II. POLICY

The policy of the Town is that its facilities, buildings and grounds are generally available for community use. The conference and training rooms in the Municipal Center may be available for periodic group meetings or other short-term purposes. Municipal parking lots and grounds at the Adams Building are also available.

Local citizens, groups and organizations wishing to use a facility must reserve the facility prior to the time of a planned meeting. Town residents shall have first priority of use. An application must be completed and filed for any of the rooms in the Municipal Center with the Executive Department.

The fee for use of each facility is \$100.00 for periods of not more than four hours. Prior to obtaining the facility access, said fee(s) must be paid to the Town, along with a Certificate of Insurance naming the Town of Derry as additional insured. The designated responsible representative will be required to make arrangements with the Town to secure the building and return promptly any keys or access material to the appropriate department.

The Town of Derry facilities are provided for citizens and group convenience and benefit. Separate regulations for recreational facilities are administered by the Parks and Recreation Department. Facilities within the Police and Fire Departments are handled by the respective departments.

A. Priority for Use of Facilities

The residents shall have first priority of use. If the proposed utilization by such a citizen, group or association does not appear to be the type that will cause damage to the facility and/or fixtures or cause excessive noise or disruption, the Town Administrator may permit its utilization. The Town reserves the right to cancel such reservations if the facility is needed for official Town purposes or if the group or individual becomes excessively noisy, boisterous, disruptive, abusive or destructive of property.

B. Short Term use of Building Facilities

Any Town non-profit organization, group of individuals, or government agency, which has demonstrated through its effort of its members' service to the Town, its residents or its businesses, may apply for available space and a waiver of any fee. Such groups claiming non-profit status requesting use of a Town of Derry facility may be required to provide a letter of determination from the Secretary of State, Division of Charitable Trusts, verifying their status.

C. Buildings Available for Short Term Usage

Municipal Center (conference rooms, town meeting room and training rooms).

D. Criteria for Usage

When space is available at times that do not interfere with Town priorities, usage of facilities may be scheduled for non-discriminatory groups in the following priority**

1. Town Government
2. Fee paying organizations
3. Cultural, civic and non-profit organizations
4. Churches
5. Private organizations and individuals
6. Other Town Government Agencies
7. State Government Agencies
8. Federal Government Agencies

**Exception: Advertised Town Council Meetings

E. Signs

Promotional signs in the facility must be approved by the Town Administrator before installation, and the applicant must remove them within twenty- four hours after the activity advertised or promoted has been terminated. The Buildings & Grounds Division will take down and discard signs not removed within the time limit.


F. Use of Municipal Parking Lots for Sales by a Local Non-Profit Organization Or Other Organizations

Any local non-profit organization which has demonstrated, through its efforts or the efforts of its members, service to the Town of Derry, its residents or its businesses, may be granted permission to utilize a designated area of the municipal parking lots for the purpose of selling goods for periods not exceeding 3 continuous days. Such permission shall be granted only twice to any one organization in any calendar year. Fees for this use may be required along with a surety bond and a certificate of insurance. Requirements will be determined upon application. The \$100.00 fee (for up to four hours) shall also apply to parking lots.

One or more members of the organization shall be present at any time the use is operating, and one of these persons shall be in charge of the operation at that time. The Town of Derry shall provide no utilities and no lavatory facilities. All necessary permits and inspections shall be obtained by the applicant and shall be the responsibility of the organization and not the Town of Derry.

Organizations shall request the use of such area by completing the attached form and shall abide by all applicable policies in this statement. In addition, the applicant shall provide the following information as an attachment to the application form:

1. Indicate preference for location.
2. List items to be sold.
3. Describe any structures that will be erected.
4. Provide set-up and knockdown dates and times.
5. Provide a sketch of the locations of any structures, trucks or trailers, etc. that will be utilized for sales activities or for the storage, showing how they will be confined to the area provided for this use.
6. Provide a brief description of the services rendered to the Town, its residents or its businesses during the past year by the organization or its members.



David R. Caron
Town Administrator