



## **Marion Gerrish Community Center (MGCC)**

**39 West Broadway, Derry, NH 03038**

**www.mgccderrynh.org**

**#603-434-8866 mgcc.derry@gmail.com**

### **MGCC RENTAL RULES & ROOM USE POLICY**

Please read these rules; it is your responsibility to ensure that all members of your rental abide by these rules. Failure to follow these rules may result in the loss of your rental monies, eviction from the building and/or the inability to use the building in the future. The Marion Gerrish Community Center reserves the right to remove any renter, group or individual from our premises if they violate any of these rules.

We have SMART TVs and a computer-compatible projector available for use on a reservation basis.

#### **Whoever completes this application is responsible to ensure ALL people at their rental follow these rules:**

1. Building hours are Monday through Friday 8:00 a.m. to 9:45 p.m. and Saturday 9:00 a.m. to 4:45 p.m. The Center's doors will lock promptly at 10:00 pm and 5:00 pm respectively.
2. **The four-hour room rental INCLUDES the set up/decoration and cleanup of the room;** if you require more than four hours, please include this on your application and additional fees will be charged.
3. Children must be supervised, by an adult, at all times and are not allowed to wait in the hallways or other rooms. Children cannot run in the hallways or staircases, please remember other parties are here as well.
4. **It is your responsibility to return the room to its original layout & condition,** failure will result in loss of your security deposit. **Round tables in room 1 cannot be removed from the room.**
5. **Do NOT use tape on the walls,** this removes the paint, and you will not receive your security deposit back. Please use removable poster or mounting putty. If you do not have any, see the Building Monitor.
6. If you do not arrive for your rental, you will lose your room rental AND security deposit fees.
7. **We require two-week notice of cancellation, for a refund.**
8. Only use your reserved room, if additional space is needed, check with the Building Monitor and, IF there is availability, fees will be charged that are due immediately.
9. Do not remove furniture from other rooms without permission from the Building Monitor. If you require additional tables or chairs, please see the Building Monitor.
10. Do not lock or block doors to rooms, this is a fire hazard.
11. Do not block or obscure security cameras. We are using security cameras in the building and rooms for the protection of our guests. You will be asked to move obstruction if a camera is blocked.
12. Only service dogs are allowed in the building.
13. Birthday candles and sterno for chafing dishes are the only flames allowed in the building.
14. Please be respectful and considerate of others using the building, no running or shouting.
15. The use of **any** tobacco products (incl. e-cigarettes) is prohibited inside & within 25 feet of the building.
16. **No alcohol (closed or open container) is allowed on our property. TELL your guests!**

17. **Air purifier must be running the entire time you are in the room; do not turn air purifier off.**
18. Per order of the Derry Fire Depart., don't use stoves to cook with grease or items that create smoke.
19. No DJs however, music IS allowed if kept at a reasonable level & is considerate of other groups in the building. If it is excessive, you will be asked to turn it down. If it remains excessive, you will be asked to leave and you will not be refunded your room rental AND security deposit fees.
20. No solicitation on the property.
21. CASH security deposits **not picked up in person within 30 days of rental will be considered a donation and not returned to the customer.** Please remember to pick up your cash security deposit.
22. **If we need to close the MGCC due to weather or other reasons, we will announce it on WMUR, News 9 and contact you via the provided contact information. We reserve the right to cancel your reservation, without notice, and will return your rental and security deposit fee or reschedule your rental with you.**
23. By signing our room application (additional document), you agree, for All people at your rental, to hold the Marion Gerrish Community Center harmless for any injuries or illnesses sustained while on our property.
24. The MGCC Room Use Policy is:
  - We do not book rooms for single-use political events.
  - All advertisements, social media posting, posters and flyers for events and speakers being held at the Marion Gerrish Community Center need to include the following verbiage, **"This event is not organized/sponsored by the Marion Gerrish Community Center."** This can be made available to you as a JPG upon request.
  - We reserve the right to deny room usage at our discretion.
  - We reserve the right to end any meeting if it becomes disruptive due to media/press, overwhelming attendance, protests, or other reasons.

**Please keep these rules and make sure all members of your rental are aware of them.**