

Town of Hancock, NH

Facilities Rental Policies

January 1, 2023

By order of the Town of Hancock Select Board, the following policies and guidelines have been established for the use of town lands and buildings:

Town buildings and adjoining grounds may be used for town business by all persons employed by the town and assigned to those buildings and grounds. Town employees may not use the buildings and grounds for purposes that are not related to town business unless they have permission from the Select Board to do so. (See the Town of Hancock Personnel Manual for a more detailed description of restrictions and limitations.)

Town buildings and grounds may also be used by persons serving on various town committees or boards. Spaces and times for meetings should be reserved by contacting the appropriate authority.

When a committee or board needs to use the town offices in the evening, a key to those offices may be borrowed from the Administrative Assistant.

Other persons or groups of persons may also make use of town buildings and grounds. Some may use the facilities free of charge and based upon availability. Other persons or groups may be required to pay a rental fee. Please refer to the Facilities Rental Fee Schedule (attached).

Based upon the nature of the activity, the Town of Hancock may require a security deposit not to exceed \$500.00 per event. The Town of Hancock Select Board also reserves the right to deny requests from any person or group if the Select Board determines that the proposed activity either involves significant risk to town properties or the activity itself is undesirable and offers no benefit to the Town of Hancock nor its residents.

In cases where a security deposit is required and collected, and then the activity results in damages that are greater than the amount of the deposit, then the Town of Hancock reserves the right to collect additional monies to cover the actual cost of correcting those damages.

For certain activities, the Town of Hancock may require proof of insurance covering participants in those activities or other documentation that sufficiently indemnifies the Town of Hancock against any and all claims for injuries, etc.

Please note that alcoholic beverages and tobacco products are strictly prohibited for any activity that takes place inside a town building.

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Facilities Rental Fee Schedule

January 1, 2023

The purpose of town meeting rooms, grounds, and recreational facilities is primarily to provide meeting space for town boards and committees. Also, provide the residents of Hancock with recreational and spaces for activities that are open to the public and do not incur a fee to participate.

For events and programs that require a fee or donation to participate or are sponsored by out-of-town residents/ organizations, the following fee schedule will apply. No facilities fees will be charged for programs sponsored by the Hancock Recreation Committee.

Category A: **No fee** for Town committees, boards, Town organizations, and residents.

Category B: **\$10/ hr** for Hancock individuals or organizations charging a fee or donation for the program or event. (For town organizations using the space on a long term/ recurring as heating.)

Category C: **\$25/ hr** for out-of-town individuals or organizations using the space for meetings, social events or other gatherings.

*Moose Brook Park recreation fields, tennis courts, baseball field; and HES recreation field, baseball field and multi-use courts.

Category D: **No fee** for Hancock residents to use and enjoy these areas for casual use and recreational games.

Category E: **\$20/ hr** for events/ activities sponsored by Town organizations that charge a fee or request a donation.

Category F: **\$30/ hr** for organized sports clubs and out-of-town organizations that charge a fee or request a donation.