



## Town of Enfield

P.O. Box 373

Enfield, New Hampshire 03748

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EMAIL [abonnette@enfield.nh.us](mailto:abonnette@enfield.nh.us)

## Building Rental Rules

The following facilities are available for use by the general public. Private rentals are limited to Enfield residents only. Your application should specify the **building, room and time** you wish to use. Be sure to include the time you need to set up before and clean up after your event.

| Facility Space  | Maximum Occupancy |
|---|-------------------|
| Whitney Hall Conference Room                          | 16                |
| Community Building Hall (upstairs, kitchen available) | 250               |
| Community Building Meeting Room (downstairs)          | 50                |
| Enfield Center Town House                             | N/A*              |

**\*Note:** The Enfield Center Town House is currently unavailable for rental.

Maximum Occupancy does not include table set-up. Use of tables will reduce the capacity of the room. In the Community Building refer to table set up diagrams posted in the Storage Closet for occupancy limits with table set up.

Use of municipal facilities must be scheduled through the Town Manager's Office (632-5026 or [abonnette@enfield.nh.us](mailto:abonnette@enfield.nh.us)). On occasion, approval must be obtained from the Board of Selectmen. Please allow a minimum of two weeks for this process.

### I. Application for Rental and Fees:

Within one week of a verbal or emailed reservation request (known as a tentative reservation), payment of the full rental fee and refundable security deposit is required, along with the following documents, in order for us to confirm your reservation:

- Completed and signed application form and waiver of liability
- Certificate of Insurance (if alcohol will be present at your event).

If *ALL* fees and required documents have not been received within one week of a verbal or email reservation the tentative reservation is lost without notice. Exceptions to this rule must be pre-approved by the Town Manager or designee.

All fees are refundable up to 48 hours prior to your scheduled event in the event of cancellation. Half of the rental fee, and the full security deposit, will be returned for events canceled with less than 48 hours' notice. The security deposit will be refunded following the event held provided the building is cleaned in accordance with these rules and there is no damage to the building. The Enfield Board of Selectmen and their designees reserve the right to waive fees.

### II. Building Access Code:

An access code will be issued upon confirmation of rental. This does not imply authorization to enter the building before your scheduled day as the facilities are often reserved for use by other individuals. The renter is responsible for securing the building at the conclusion of the

event. If another group using the building is still present when you leave, the last group to leave the building is responsible for locking ALL exterior doors.

*Do not share your access code with other individuals. If more than one individual associated with your event needs an access code a separate personal code will be created for them. Use of access codes for the Community Building are tracked and monitored.*

**Community Building:**

The Community Building Access Code is automatically set to expire after your event, so be sure you have completed clean up and removed all of your belongings from the building by the end of your rental. Do not enter the facility on a day other than your reserved day or days without prior authorization from the Town Manager's Office.

A hex wrench key is located inside the kitchen – hanging on a magnetic hook on the hand towel dispenser in the kitchen. You may use this hex wrench to keep the door unlocked during your event. Simply depress the crash bar, insert the hex wrench into the hole to one side and give it a ¼ turn. This will lock the bar open. You MUST release the lock at the end of your event and be sure the building is locked when you leave. Any renter found to have left the building unlocked may have rental privileges revoked for a period of time as determined by the Town Manager or designee. If damage occurs to the building due to being left unlocked the renter is responsible for all damages.

**Town Hall:**

An access code will be issued for access to the Town Hall Conference Room. To keep the doors unlocked after you enter, turn the latch to the vertical position. To lock these doors simply turn the latch to the horizontal position. If the Library is open when you leave, do not lock the exterior door.

**III. Alcoholic Beverages:**

Alcoholic beverages are allowed for private functions in the Enfield Community Building and Enfield Center Town Hall ONLY. Alcoholic beverages are prohibited in all other municipal facilities. Renter is completely responsible for all conduct and activity inside the facility.

**Enfield Center Town House:**

Alcoholic beverages are permitted on a “bring your own” basis. Permission must be obtained if alcohol will be present at the event. If alcohol will be present at the event, the renter MUST provide a certificate of liability insurance prior to the event. Please see section **XI. Liability Insurance** for requirements.

Any organization, charitable or otherwise, holding a one-day function will require application to the NH Liquor Commission. If a private caterer is hired, a liquor license issued by the State of New Hampshire Liquor Commission will be required, together with a Certificate of Liability and Waiver. To obtain a one-day liquor license contact the NH Liquor Commission at 603-271-3521. A liquor license is required by organizations and professional catering or bartending services only, not private individuals holding a private function.

**Enfield Community Building:**

Alcoholic beverages are permitted on a “bring your own” basis. Permission must be obtained if alcohol will be present at the event. If alcohol will be present at the event, the renter MUST provide a certificate of liability insurance prior to the event. Please see section **XI. Liability Insurance** for requirements.

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#### **IV. Restrooms:**

##### **Enfield Center Town House:**

Portable toilets must be provided, at the expense of the renter, for any event at which food or drinks will be served or if the event is expected to last longer than two hours.

#### **V. Trash:**

All trash is the responsibility of the renter and must be removed from the building at the conclusion of the event.

##### **Enfield Community Building:**

The Enfield Community Building has indoor trash receptacles available which must be lined at all times with the trash bags provided. Trash bags can be found in the Janitor's Closet, Kitchen or upstairs Coat Closet. At the conclusion of your event, you may deposit your trash in the dumpster located in Huse Park.

#### **VI. Cleaning:**

All renters are required to leave the facility in the same condition in which it was found. Cleaning up must be done immediately following the event unless permission is granted in advance for a delay until the next morning.

All renters are encouraged to look over the facility before their event and to make note of any existing damage or cleaning issues. **The Town Offices must be notified of any noted existing problems before the facility is used by the renter.** Notification can be by phone to 603-442-5401 or by email to [abonnette@enfield.nh.us](mailto:abonnette@enfield.nh.us). Phone messages, if the call is made outside of office hours, should state the date and time of the call and the issues found. Photos documenting the reported condition are requested, if possible.

##### **Enfield Community Building:**

A refundable security deposit of \$150 is charged for all private events and all events using the kitchen. At the Town's discretion, the security deposit may be waived if the kitchen will not be used and no food or beverages will be served.

Renters of the Enfield Community Building are required to clean the kitchen, if used, bathroom counters and sinks, and all floors. Cleaning supplies are located in the Janitor's Closet and/or kitchen. Material Safety Data Sheets (MSDS) are located in a binder in the kitchen, along with instructions for use of the appliances.

#### **VII. Tables & Chairs:**

Tables and chairs located within the facility are for your use. All moving of furniture must be done with care to avoid scratching the floors. Scratches caused by moving furniture will be considered damage and will be addressed as such. See section IX. **Damages** for details.

**Enfield Community Building:**

Approximately 30 tables (measuring 3' x 8') and 250 chairs are available for your use. Chairs, including two highchairs, are stored in the closet. Table carts can be stored in the closet when the chairs are removed from the closet. Chairs should be returned to the closet and tables put back on the carts and pushed to the sides of the room. Setting up of tables and chairs MUST meet the strict guidelines of the fire emergency egress pattern. This information is posted inside the Storage Closet. Chairs must not be stacked so high as to be a hazard to the next person using the building.

**VIII. Kitchen:**

Kitchen facilities are available at the Enfield Community Building ONLY. All appliances are available for renter's use. Full instructions for the use of all appliances and Material Safety Data Sheets for kitchen chemicals and cleaners are located in a binder located in the kitchen. Please read instructions for all appliances for regular and special operating instructions, e.g. dish sanitizer (not a traditional dishwasher) should be turned on and allowed to preheat for at least 15 minutes before use and all food residue should be removed before loading the machine.

All renters, by signing and submitting their application, acknowledge and accept responsibility for following operating instructions and safety procedures for all kitchen equipment.

There is dinnerware available for your use, including china dinner plates, salad plates, bowls, soup cups, platters, drinking glasses, coffee cups and flatware. Water pitchers and bread baskets are also available. The kitchen also has a limited number of large mixing bowls, stock pots, and other food preparation utensils. A two-pot coffee machine is also available. All dinnerware, cooking and preparation items are the property of the Town of Enfield and/or Enfield-Mascoma Lions Club and must not be removed from the premises without prior permission.

All foodstuffs must be removed following the event. Any foodstuffs remaining in the building will be discarded.

**IX. Damages:**

The renter is responsible for any damages.

In the event of damages, no matter how minor, the Town reserves the right to obtain a quote for the repair of damages and to bill the renter appropriately. Failure to pay for damages as billed may result in the revocation of the privileges to use municipal property for future functions and/or legal redress.

**X. Heat & Air Conditioning:**

During the winter months, adjustable thermostats should be set at a maximum of 70 degrees. The thermostat must be turned down to 65 degrees before leaving the building.

**Community Building:**

The Community Building has a programmed thermostat without public access to adjustment.

**Enfield Center Town House:**

The woodstove may only be used if a member of the Enfield Fire Department agrees to be present to supervise. Payment, if any, for any time spent supervising is the responsibility of the renter and must be made by private arrangement.

**XI. Liability Insurance:**

A certificate of liability insurance is *required* at any event held at the Community Building or Enfield Center Town House at which alcoholic beverages will be present. The Town of Enfield also reserves the right to require liability insurance for any event held in a municipal building. A certificate of liability insurance, when required, must be obtained in the amount of \$1,000,000 each occurrence, with the "Town of Enfield" named as additional insured, and ***must not exclude*** liquor liability if alcohol will be present at the event.

A Release and Waiver of Liability and Indemnity Agreement must be provided with all Building Rental Applications.

**XII. Storage**

No storage of materials of any kind are permitted unless a multi-day event is scheduled or permission is obtained from the Town Manager's Office in advance of the event.

**XIII. Miscellaneous Rules:**

- **Helium balloons are prohibited from the Enfield Community Building.** Non-helium Balloons that ***do not float*** and streamers are welcome. Streamers should not be glued, tacked, taped or nailed onto the infrastructure.
- Nothing is to be used to hang or fasten things to the windows, walls, doors, ceilings or wainscoting, including masking tape, transparent tape, duct tape, glue, tacks, push pins, staples, nails or other forms of attachment that could damage or mar the walls or woodwork.
- No candles are allowed, except celebratory cake or ceremonial candles.
- **No smoking. Smoking is prohibited in all municipal buildings, per Revised State Statutes Annotated, Chapter 155:64-77.** Exception: Lions Club members are permitted to smoke in the Lions Club meeting room at the Enfield Community Building ONLY.
- Music may be played only at levels that do not disturb the neighbors.
- Community based groups undertaking fundraising efforts that require intensive use of the facilities may be required to have the water meters read both before and after the event and may be held responsible for the actual cost of usage.
- The Applicant is completely responsible for the behavior of and damage caused by anyone attending the function.
- Enfield Safety Agencies reserve the right to monitor the use of all municipal facilities during any event at the cost of the renter.
- The Enfield Community Building was built through the generosity of the Enfield-Mascoma Lions Club. The Lions Club reserves the right to enter their meeting room at any time.

- The sign at the entrance to the Community Building Parking Lot can be changed to prohibit public parking during a private event. If you use this feature you must return the sign to the position that allows public parking when your private event is completed. Failure to do so may result in the retention of a portion of your security deposit. Any group that is not paying for the use of the facility shall not restrict parking in the lot.
- The Town Manager or designee is authorized by the Enfield Board of Selectmen to implement and monitor these rules at the Enfield Community Building.

**Failure to obey these Policies & Procedures may result in revocation of privileges to use municipal property for future functions, retention of a portion or all of your security deposit and/or legal redress.**

**Adopted December 13, 2004  
Enfield Board of Selectmen**

Revised September 6, 2006, Board of Selectmen  
Revised May 14, 2007, Town Manager  
Revised April 26, 2012, Town Manager  
Revised September 17, 2013, Town Manager  
Revised May 2, 2016, Board of Selectmen  
Revised April 17, 2017, Interim Town Manager  
Revised November 2, 2020, Board of Selectmen

## Applicant's Checklist

Have you remembered to...

- ☐ wash, rinse, sanitize and put away all dishes & kitchen utensils used?
- ☐ drain and manually shut off the dish sanitizer?
- ☐ turn off stove hood and air fan?
- ☐ turn off all appliances, including the coffee maker, pass-through cooler, ovens and stove burners? The coffee maker and pass-through salad cooler must be turned off at the breaker. The panel is located in the kitchen and is well marked.
- ☐ sweep, vacuum and/or mop floors as appropriate?
- ☐ clean the bathrooms and kitchen (where applicable)?
- ☐ remove your trash? (the dumpster in Huse Park may be used for this purpose)
- ☐ return chairs and tables to their rightful places with chairs stacked at a height that does not pose a hazard?
- ☐
- ☐ turn off the lights?
- ☐ take all leftover foodstuffs with you?
- ☐ take all of your other belongings and leave all Town owned kitchen utensils, serving dishes, etc., in the building?
- ☐ leave the space as you found it?
- ☐ release the lock on the doors (if applicable) and, at the Community Building only, return the hex wrench key to the hook in the kitchen?

Please remember that others use this space and it may be scheduled for use again on the day following your event. There is no allowance made for you to return at a later time to clean up or remove items left behind. Please take all of your trash, foodstuffs, and other belongings with you at the conclusion of your event. Your consideration of others is appreciated. Items left behind may be discarded or taken to "Lost & Found" at the town offices. The Town reserves the right to dispose of unclaimed property.