



WILMOT COMMUNITY ASSOCIATION

FACILITIES USE POLICY

FACILITIES AVAILABLE FOR USE:

WCA Barn: Conference Room, Function Room, Kitchen, East Classroom, West Classroom

Timmy Patten Beach on Shindagan Road

Information is available on our website at: www.wilmotcommunityassoc.com

GENERAL POLICY:

- All fees and use regulations are subject to change.
- Approved applications cannot be transferred, assigned to others, or issued to minors.
- Other than guide dogs, animals are not permitted in the building without special authorization from the WCA Board.
- Smoking is NOT permitted anywhere in the Wilmot Community Association Building.
- Users are responsible for the set up/take down of tables, chairs, equipment, and removal of all decorations and accumulated trash.
- Please leave facility as it was found.
- Decorations must be of flame retardant material. The use of nails, tacks, staples, etc., is prohibited. (Wilmot Fire Department list of approved materials apply.) 3M trim tape is acceptable. Glass-enclosed candles may be used.
- WCA facilities are available for private use on a rental basis not to conflict with scheduled WCA activities.

USE PROCEDURES:

RESERVATIONS

Reservations for the Wilmot Community Association Building can be made by calling 526-7934 to check availability of a date, to obtain a copy of this policy and our fee schedule, and for a copy of the Facility Use Form to be completed and returned to reserve and schedule a room(s), or to answer any additional questions.

OCCUPANCY

Please adhere to the following maximum occupancy for the rooms in our building:

<u>Facility Sq. Ft.</u>	<u>Max. No. of people</u>
Conference Room 250sq ft	15 people
Function Room 1175sq ft	75 people
E. Classroom 720sq ft	40 people
W. Classroom 620sq ft	40 people
Total Building 100*	

* Wilmot Planning Board requirement

FACILITY FURNISHINGS AND EQUIPMENT:

- Function Room:
 - 8 - 60" round tables and 11 - 8' rectangular tables
 - 96 folding chairs
 - Audio/video sound system & TV cable access
- Conference Room:
 - Conference table and chairs for 10 persons
- Kitchen:
 - Refrigerator/freezer;
 - Gas stove, griddle and oven;
 - Dishwasher;
 - Coffee maker
 - Dishes, flatware, pots and pans

***Dishes, flatware, pots and pans, appliances, tables and chairs, and audio/video equipment are available with special permission by the WCA. Users must bring their own supplies.**

****Please specify needs on Facility Use form to confirm use and availability.**

INSURANCE

Groups using our facilities must provide a copy of their insurance coverage for all-risks liability insurance issued by a NH qualified carrier with the Facility Use Form. Minimum required coverage limits are \$1,000,000 naming the WCA as insured or additional insured. All third parties (caterers, performers, etc.) are required to carry liability insurance and workers' compensation insurance, as applicable, and user must provide proof of coverage.

TRAFFIC & PARKING

On-site parking is available for approximately 18 cars. Large events (50 persons or more) require Wilmot Police Dept. notification, and possible assistance. At user's expense and liability, user shall provide a Detail Officer to monitor and direct traffic and parking, if so recommended by the Wilmot Police Department. Contact Wilmot Police Chief, David White by email at wilmotpd@adelphia.net . Please observe local "No Parking" signs on Village and Campground Roads. Do not park in the driveway, except in designated areas on the right side entry. The driveway is a two-lane access.

EMERGENCY EQUIPMENT

- The building is equipped with automatic smoke detectors and a fire alarm system.
- The stove is equipped with a fire suppression system activated by a wall switch.
- A Defibrillator is mounted in the Lobby, as is an emergency First Aid Station.
- Fire extinguishers are located in key areas throughout the building.

BUILDING ACCESS

Caterers, florists, D.J.'s and/or user's designated personnel are permitted to enter the facility only during the contracted usage time period. Please indicate set-up/clean-up times in addition to the actual meeting or event time on the Facility Use Form. A key or arrangements for opening and closing of the facility will be provided as needed.

USE OF ALCOHOL

Alcoholic beverages served at the meeting/event are the full responsibility of the user. This includes, but is not limited to, securing a liquor license, hiring bartenders, supplying beverages and supplies, and all associated liabilities, as applicable.

USE OF CATERER

User's choice of caterer must be approved by the WCA prior to event.

CLEAN-UP RESPONSIBILITIES

All rooms and areas used must be cleaned and restored to the condition that was present prior to user's meeting/event. All decorations, trash, equipment brought in, etc. must be removed from premises immediately following the meeting/event. At the discretion of the WCA, for certain events or uses, the user may be required to be responsible for the additional cost of a custodian, provided by the WCA, to be on site before, during and after the event, to ensure proper care and use of the facility and its equipment.

If you require the WCA to clean up for you, or if you do not clean and restore the facilities to the condition that was present prior to your meeting/event, you will be assessed the fee as stated in the Usage Fees table.

SPECIAL RULES TO BE OBSERVED:

WCA BARN

- Children must be supervised at all times.
- Supplies (kitchen and cleaning) are the property of the WCA.
- Any problems must be reported to a WCA Board Member as soon as possible. A list of names and phone numbers will be posted in the kitchen.
- Please note the locations of fire extinguishers and exits for safety.
- Our building is a NON-SMOKING facility. Please do not smoke inside and properly dispose of butts if smoking outside on our property.

TIMMY PATTEN BEACH

- Children must be supervised at all times. Swim at your own risk.
- No dogs are allowed in the water or on the beach area at any time.
- Ensure barbeque fire is completely out before leaving.
- Beach is NON-SMOKING. Keep our beach and grassy areas free of cigarette butts.
- All trash must be disposed of properly by users. Please recycle.
- The beach closes at 9:00PM daily.

USAGE FEES:

All users of the WCA facilities must complete a Facility Use form which will contain information for the WCA and the user to ensure a mutually satisfactory agreement.

- Usage Deposit
 - At the time Facility Use form is submitted for approval, a rental deposit of 25% of the total fee is required prior to reservation of the facilities. In the event of a cancellation 14 days or less prior to scheduled date, the rental deposit is nonrefundable.

- **Damage Deposit**
 - User agrees to also provide a damage deposit of \$50.00 at the time full payment is due for the meeting/event. User is responsible for any damage to the facilities caused by user, or by any guest, attendee, or other persons during the agreed usage times, regardless of whether the damage is accidental, deliberate or malicious.
 - The damage deposit will be returned after the facility has been inspected by a WCA Board member to insure that proper cleanup has been completed and that no damage has been sustained. The WCA retains the sole right to determine the cost of any damage to the facilities caused by user, or by any guest, attendee, or other persons during the agreed usage times. Additionally, user is responsible to pay for any such damages documented by the WCA that amount to more than the damage deposit.
- **Payment:**
 - Full payment of all fees is due one month prior to the rental date.
- **Exceeding Contracted Rental Time**
 - Time exceeding the contracted usage period will be charged an additional \$25.00 per hour for each half hour beyond the rental time.

Rental Rates Effective June 1, 2010	WCA Member and Non-Profit 501(c)		Non - Member	
	2 - 4 hours	5 – 8 hours	2 - 4 hours	5 – 8 hours
Function Room for Children’s Party 3 hours max with use of Kitchen appliances	\$50 \$75	Not Available	\$75 \$100	Not Available
Function Room	\$100	\$150	\$150	\$225
Conference Room	\$35	\$60	\$50	\$75
Kitchen	\$45	\$45	\$45	\$45
Conference Room, Function Room and Kitchen	\$175	\$250	\$240	\$340
Weddings: Conference Room, Function Room, Kitchen and lower level bathroom for the entire day: 9AM – 11PM	\$350		\$450	
Classroom (June, July, August only) (price per classroom)	\$50	\$75	\$75	\$125
Tables and chairs set up	\$40	\$40	\$60	\$60
Tables and chairs put away	\$40	\$40	\$60	\$60
Dishes done	\$50	\$50	\$75	\$75
Timmy Patten Beach (WCA members only, use of picnic area)	Donation	Not Available	Not Available	Not Available

INDEMNIFICATION

- User will indemnify the WCA according to the terms specified on the Facility Use form, upon user’s signature to the form.

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PHONE (603) 526-7934
E-MAIL wca@tds.net
WEB SITE <http://www.wilmotcommunityassoc.com>
