



Town of Ossipee, New Hampshire

Selectmen's Office

PO Box 67, 55 Main Street

Center Ossipee, NH 03814

Phone: 603-539-4181

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secretary@ossipee.org

CONTRACT FOR USE OF FACILITIES

___ Copy to Selectmen's Office

___ Copy to Applicant

Name of Group /Organization: _____

Group/Organization Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Profit: ___ Non-Profit: ___ Federal Tax Exempt / 501 c3 Number: _____

Contact Person Name: _____ Phone: _____

Nature of Activity: _____

Dates of Activity: _____ Times of Activity: _____

Town Facility(ies) requested for use: _____

Town Equipment to be used: _____

Police on Duty: ___ YES ___ NO Insurance: ___ YES ___ NO (attach certificate if required)

\$100.00 Deposit	___ YES	___ NO	\$ _____
\$10.00 Key Deposit	___ YES	___ NO	\$ _____
TOTAL FEE CHARGED \$ _____			

Cost of Police coverage: Will be established and billed separately by Ossipee Police Department directly to responsible party.

All fees and deposit must be paid in full, by all groups, in advance of the event. Checks payable to: TOWN OF OSS�PEE.

It is mutually agreed the group/organization is responsible for any clean up of the facility, unusual expenses, replacement of equipment, and/or any damage caused by the above named group/organization. ALL your own supplies must be provided. Town Hall kitchen items are NOT for use by any group.

I have read, understand and agree to abide by the terms listed above, including the attached "Regulations for Use".

I am fully aware that Bounce Houses are NOT allowed in the Bub Avery Memorial Gymnasium.

FAILURE TO CLEAN UP AND/OR DAMAGE TO FACILITY WILL RESULT IN LOSS OF DEPOSIT AND POTENTIAL ADDITIONAL EXPENSES TO THE SIGNER OF THIS CONTRACT. LEGAL ACTION WILL BE TAKEN BY THE TOWN IF NECESSARY TO COLLECT

Signature: _____ Date: _____

APPROVAL

Signature of Individual(s) authorized to approve use of Town Facility(ies) for above named:

_____ Date: _____

3/15/22 MTS



Town of Ossipee, New Hampshire

REGULATIONS FOR USE OF TOWN OUTDOOR RECREATION AREAS or INDOOR FACILITIES

1. The facilities of the Town of Ossipee shall be open for use by the residents of the town.
2. The Town of Ossipee and the Recreation Department activities and events will take priority in scheduling, followed by Ossipee based groups and organizations.
3. Use shall be at the discretion of and convenience of the Recreation Department and the Ossipee Board of Selectmen, and shall be subject to change or cancellation.
4. Town outdoor recreation areas subject to these regulations are: Duncan Lake, Mill Pond, Constitution Park, Constitution Park Trails, YMCA Field, Ice Rink enclosure, or any other Town owned outdoor park or area. Indoor areas subject to these regulations are: Ossipee Town Hall Gymnasium, Meeting Rooms, and any other Town owned building.
5. Organizations desiring to use Town areas for special events/programs must obtain a permit from the Recreation Department or Board of Selectmen.
6. Organizations may also be required to have Police on duty at certain functions. Those issuing the permit will determine the number of Police required. The applicants will also be responsible to obtain all other necessary permits and to adhere to all ordinances in effect at the time of their function. This may require an appearance before the Ossipee Board of Selectmen, Police Department, or any other Town governing body deemed appropriate on a case by case basis.
7. Use of any Town owned area for any purpose other than for which it was designed is not allowed.
8. The following is prohibited at all Town owned properties:
 - a. The defacement of any building or feature of the facility.
 - b. Unlawful possession or discharge of firearms or fireworks of any description.
 - c. Use of abusive or obscene language.
 - d. Public drunkenness, or impairment caused by the use of drugs.
 - e. Alcoholic beverages (unless the Board of Selectmen has granted permission.)
 - f. Gambling (unless the Board of Selectmen has granted permission.)
 - g. Improper disposal of rubbish or refuse of any kind. All facilities are "carry in, carry out".
 - h. No OHRV's allowed unless otherwise designated or posted, including bicycles and other modes of transportation on the basketball court at the YMCA field and the tennis courts at Constitution Park.
 - i. Rock throwing.
 - j. Sign posting without prior authorization.
 - k. Sitting or standing on any fence, dugout, wall or any structure not intended for such use.
 - l. Diving from Mill Pond Bridge.
 - m. Swimming from the beach area off of the trails at Constitution Park.
 - n. Golfing or archery, unless special permission has been granted.
 - o. Fire (camp fire or bonfire) without a permit.
 - p. Smoking in any building.
 - q. Unattended children (do not let them play on the stairs, hall, outdoors or unauthorized areas)
9. The following is required for the group or organization using facility:
 - a. Set up and clean up before and after their activity/event.
 - b. Returning tables, chairs, mats, etc. to their original location.
 - c. Closing and locking all windows and doors, gates or buildings, or calling the Recreation Director if assistance is needed with such.
 - d. Cleaning kitchen area if used.
 - e. Removal of all trash.
 - f. Lights turned off when leaving.
 - g. If using the Town Hall during normal business hours, users will be respectful and considerate to the people working in the offices and conducting business.

- h. Proper footwear for sports activities is to be worn in gymnasium.
 - i. Properly supervise all children.
10. Any person, who interferes with the orderly conduct of games of play, events or the participants of either, shall be guilty of disorderly conduct.
 11. All persons utilizing outdoor recreation areas within the Town of Ossipee shall abide by all local, state, and federal laws regarding use of public areas. The Ossipee Police Department will enforce all applicable laws and regulations.
 12. During periods of inclement weather the Recreation Director shall have authority over the use of Town fields. Use during bad weather may cause damage to fields. Once a decision is made all teams (or other users) shall abide by the decision or face the prospect of forfeiting future playing dates. The Town of Ossipee is not liable for any cost by the team(s) because of any cancellations at any time.
 13. The Town of Ossipee reserves the right to enter the building or other facility, during your function, at any time, to perform necessary maintenance tasks, repair, or for observation of the facility and your use of such. Every attempt will be made to ensure that maintenance tasks are not done during your use time, however, this is not always possible.
 14. The Town of Ossipee is not responsible for any items left behind, lost or stolen.
 15. The Town of Ossipee is not responsible for any injury, accident, or death that is a result of the event or activity that the group/organization is conducting. Properties are used at your own risk.
 16. Waivers of the permit fee are at the sole discretion of the Ossipee Board of Selectmen. A waiver shall be considered an exception, and not the rule.
 17. All decisions regarding permits, assessment of fees, etc. are the decision of the Board of Selectmen.
 18. **Bounce Houses are NOT allowed in the Bub Avery Memorial Gymnasium.**

I have read, understand and agree to abide by the terms listed above. I am aware that failure to abide by these terms can result in future denial of use.

Signature_____Date_____

Printed Name_____Position_____

Facility Use Check Out List

- _____ Sweep any tracked in dirt from hallway of building
- _____ Check the bathroom for trash and remove
- _____ Check general cleanliness of bathrooms, clean if needed
- _____ Sweep gymnasium floor
- _____ Sweep handicapped entrance ramp if it is sandy
- _____ Kitchen – wash & dry & put away any dishes used
- _____ Kitchen – clean out sink and wipe dry
- _____ Kitchen – wipe any cooking surface/counter
- _____ Kitchen – remove any food or drink items not used
- _____ Kitchen – clean and put away coffee machine(s)
- _____ Kitchen – replace any items you may have used including
but not limited to plasticware, coffee, creamer, etc.
- _____ Kitchen – sweep floor, mop if any spills occurred

*a note about the kitchen – this is a community food preparation area, and should be left “food-safe” for the next person or group who uses it. No mop water should be dumped in kitchen sink! We make our coffee here. Thank you for your consideration.