

FEE SCHEDULE

For Use of Whitney Community Center

Conference Room: Free of Charge*

Art Room: **Civic/Private/Community** **For Profit Activity**
Free of Charge* \$12/hr

Kitchen: **4 Hours or Less** **More than 4 Hours**
\$25 \$50

Multi-Purpose Room/Main Hall:

Monday – Friday (Non-Holiday)

	3:30pm-9:00pm ^	6am-8am , 9:00pm-
Civic/Private/Community	Free of Charge*	\$25/hr
For Profit Activity	\$25/hr	\$35hr

If you wish to discuss a specific event, please feel free to contact us.

^ Holidays and weekends, this time slot will be 6am-8pm, but there will be an added charge of **\$30/hr** for groups that are normally free of charge.

* Still requires a requested scheduled time.

Jackson School District: Guidelines for the Use of the WCC

General Principles

As laid out in the agreement dated December 27, 2007, the School District shall have priority use of the Whitney Community Center when school is in session during normal school hours. School District meetings and other official functions of the School District and/or School Board and their agencies such as study committees are considered priority use of the building.

Community groups and Jackson residents wishing to use the WCC during non-school hours and on days that the school is not using the building, may do so with prior approval and by scheduling its use with the WCC Oversight Committee and with approval from the Jackson Grammar School administration.

It is available for meetings, performances, concerts, exhibits and physical recreation.

Scheduling will not be made more than four (4) months in advance.

In case of a conflict, approval will be given in the order in which applications are received.

Guidelines

- 1) Users of the Whitney Community Center must abide by the School District policies including , but not limited to:
 - a) Policy on cigarette smoking. The current policy is that “No person shall use any tobacco product in any public school facility or on the grounds of any public educational facility... any person who violates this section shall be guilty of a fine and, notwithstanding RSA 651:2, shall be punished by a fine not to exceed \$100 for each offense.”
 - b) Alcohol use/drug use. No person shall possess or use alcohol or illegal drugs anywhere on school property.
- 2) A custodian, school employee, or person designated by the Oversight Committee or School, will allow access to the WCC and secure it after its use. They will also be on the grounds at all times that the public is using the WCC.
- 3) The intended use of the building, expected number to be in attendance and the purpose of the event must be made clear when requesting use of the facility. The WCC Oversight Committee and the Jackson Grammar School administration reserve the right to refuse any request for the use of the WCC if the event is not deemed an appropriate use of the facility.
- 4) Any group, individual, agency or business requesting use of the Whitney Community Center will need to fill out a *Request for Use the Facility* form and submit it at least two weeks prior to the date of the scheduled event for approval. A copy of Proof of Insurance is required with the form if applicable.
- 5) The individual signing the *Request for Use of the Facilities* will be held responsible and liable for all damages to the building, grounds and equipment arising out of deliberate misuse. Any damages or misuse by any individual or group may result in denial of future use privileges. It will be at the discretion of the Jackson School Board as to what restrictions will be enacted.
- 6) Any furnishings or equipment used is expected to be returned to its original position unless specific arrangements have been made.

REQUEST FOR USE

Whitney Community Center

Name of Requesting Individual or Group:

Contact Person:

Cell #:

Home # or Business #:

Date of Activity:

Time of Activity:

Expected Length of Activity:

Are you flexible on the date of event?

Yes or No

Are you flexible on the time of your event?

Yes or No

Type of Activity:

Expected number of participants:

Will Admission be charged?

Yes or No

If Yes, how much?

Is this a "For Profit" event?

Yes or No

Is this event a fundraiser?

Yes or No

What building equipment is needed?

Tables

Chairs

A/V Equipment

Room (s) to be used:

Art Room

Conference Room

Kitchen

Multi-purpose

What time does the building need to be opened?

Time closed?

Anticipated rental charge (see WCC Fee Schedule as applicable):

Please attach Certificate of Insurance or applicable information.

I hereby understand that I am responsible and liable for any damages that may occur to either the building or the grounds from the above activity. Any damage that I notice prior to our use will be reported to the _____. Restitution will be made to ensure the continuance of the use of the facility. I have read, understand, and agree to the terms and costs associated with use of the WCC as outlined on the Guidelines for Use of the WCC and Jackson School District Rental Charges for the WCC.

Signature: _____

Please return this form, and a 50% deposit, to:

Jackson Grammar School
Attn: Whitney Center Use
P.O. Box J
Jackson, NH 03846

Signing this form acknowledges that you have read and understood the guidelines.