



## City of Rochester Political Campaign Event Facility Request Form

Please return this form to c/o Rochester Recreation Administrative Assistant Sarah Ward:

Email:

[rochesterrec@rochesternh.gov](mailto:rochesterrec@rochesternh.gov)

Mail/In Person:

Rochester Recreation Department  
150 Wakefield Street, Suite #1  
Rochester, NH 03867

**Applicants will receive notice of facility request form receipt via email.**

### **APPLICANT INFORMATION**

Official Name of Organization/Entity: \_\_\_\_\_

Authorized Representative/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

### **REQUESTED FACILITY SPACE \*SEE FEE SCHEDULE ON LOCATION/RATE SHEET (PAGE 3)\***

\_\_\_\_\_ Rochester Common \_\_\_\_\_ Community Center Gymnasium  
\_\_\_\_\_ Community Center Community Room

Other City of Rochester Owned Facility: \_\_\_\_\_

**A map outlining the general layout of the event and event activities must be included with application.**

### **EVENT INFORMATION**

Event Name/Purpose: \_\_\_\_\_

Preferred Date of Event: \_\_\_\_\_ Secondary Date(s) if first choice not available: \_\_\_\_\_

Time in (Include Setup): \_\_\_\_\_ Time out (Include Cleanup; Cannot exceed 10PM): \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ Is the event open to the public? Yes No

Estimated Number of People Attending: \_\_\_\_\_ Ticketed Event? Yes No

Event Website for more information and/or ticketing information: \_\_\_\_\_

### **RENTAL RULES AND EXPECTATIONS**

I have read and understand all **City of Rochester Political Facility Rental Rules and Expectations**. By signing here, as the authorized User/User Group representative, I agree to all **City of Rochester Political Facility Rental Rules and Expectations**.

\_\_\_\_\_  
Signature of User/User Group Representative

\_\_\_\_\_  
Date

Internal Use Only: Form Received \_\_\_\_\_ Email Receipt Sent \_\_\_\_\_



## City of Rochester Political Event Facility Rental Rules and Expectations

**Disclaimer of Endorsement.** To the extent that the City of Rochester permits groups not affiliated with the City to use its property for private events, even those open to the general public, the City of Rochester does not endorse or recommend any of the products, positions, candidates, political parties, religious denominations/views, or any other goods or services being offered, endorsed, or recommended by those groups.

- Any applicant seeking to utilize space managed by the City for a political campaign event must submit their request via a Facility Request Form for Political Campaign Events by email, mail or in person at the Recreation Department.
- If applicant does not receive notice of receipt, they are responsible for contacting the Recreation Office and must not assume space availability.
- All events will be subject to an event fee. Event fees may vary based on event size and location.
- Applicant must submit a certificate of liability insurance naming the City of Rochester as an additional insured. Specific requirements will be communicated to requestor as part of the request approval process.
- Applicant may be required to submit a map of the proposed event layout.
- Applicant must submit a refundable damage deposit in the amount of \$1,000 and review facility's existing conditions with City staff prior to event.
- Applicant must submit a copy of each crowd control manager's certification. Fire personnel will be required to provide crowd control if certifications are not provided and at the expense of the applicant.
- Once request has been reviewed, applicant will be notified of decision. The length of the review process may vary depending on the event type.
- The City of Rochester reserves the right to deny any application for reasons including, but not limited to, not enough time to internally process application or prepare for event.
- Deposit and all fees are due two weeks prior to event date. If application is submitted less than two weeks prior to the event, deposit and fees are due no later than 48 business hours of issuance of Permit of Facility Use.

### **Cancellations**

- Cancellation of an event within less than a week of the event date will result in a cancellation fee of 50% of total event fees. Multiple cancellations will be documented and prohibit the User from utilizing facility space in the future.
- Once an event has been confirmed, administrative fee(s) will not be refunded in the event of any cancellation.

### **Facility Use Expectations**

- User is responsible for managing the conduct of all participants and irresponsible behavior by event participants may result in loss of future rental space.
- All city ordinances must be followed including but not limited to no use/possession of drugs or alcohol, including all tobacco products. City of Rochester General Ordinances can be found online at <http://www.ecode360.com/RO2619>.
- User is responsible for putting their utilized space back in order after use. Grounds must be restored when using the Rochester Common to include proper trash disposal.
- Users who cause any damage to the facility or facility equipment will lose their deposit and be held responsible for all repair costs exceeding deposit amount.
- It is the responsibility of the User to determine if weather conditions should prevent their use of the facility; however, the user may be liable for all facility charges whether utilized or not.
- Users shall not rent or loan the facilities or its time to any other party without the written approval of the City.
- Failure to comply with rental rules and expectations may prohibit the User from utilizing City of Rochester facility space in the future.

### **Indemnification**

To the fullest extent permitted by law, User shall protect, indemnify, save, defend and hold harmless the City of Rochester, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, economic injury, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of the User's use of the City of Rochester's facilities, the activities of User or its agents, employees, contractors or subcontractors. In any case, the foregoing provisions concerning indemnification shall not be construed to indemnify the City for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its employees. In addition, and regardless of respective fault, User shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that Users officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

**City of Rochester Political Event Facility Rules and Expectations are subject to change at the discretion of the City Manager.**



## City of Rochester Political Campaign Event Facility Rental Fees

LOCATION	FEES (Additional fee information below)	LOCATION DESCRIPTION
Community Center Gym	<b><u>Political Event Facility Rental Rate:</u></b> \$4,500 per every 4 hours (Includes \$100 administrative fee) 4 hours minimum, scheduled in 4-hour blocks \$1,000 refundable damage deposit.	<b>Capacity:</b> 3,640 (Capacity may be less depending on event set up.)  <b>Availability:</b> As facility schedule permits.  <b>Limitations:</b> No Air Conditioning. Fixed bleacher seating, limited floor seating.
Community Center Community Room	<b><u>Political Event Facility Rental Rate</u></b> \$2,000 per every 4 hours (includes \$100 administrative fee) 4 hours minimum, scheduled in 4-hour blocks \$1,000 refundable damage deposit.	<b>Capacity:</b> 960 (Capacity may be less depending on event set up.)  <b>Availability:</b> As facility schedule permits.  <b>Limitations:</b> Chair seating only. Facility does not provide chairs.
Rochester Common	<b><u>Political Event Facility Rental Rate:</u></b> \$4,800/per every 4 hours (includes \$100 administrative fee) 4 hours minimum, scheduled in 4-hour blocks \$1,000 refundable damage deposit.	<b>Availability:</b> As schedule permits.  <b>Limitations:</b> No restrooms available. No tent stakes. Public park which can't be shut down unless security dictates.
All Other City Owned Facilities	Price varies based on size, location and required City resources.	<b>Availability:</b> As schedule permits.
	<b>Additional Fee Information:</b> <ul style="list-style-type: none"> <li>Fees are inclusive of police and fire details.</li> <li>Deposit and fees are due two weeks before the event date.</li> <li>If application is submitted less than two weeks prior to the event, deposit and fees are due no later than 48 business hours of issuance of Permit of Facility Use.</li> <li>Fees are specific to rentals of City owned facilities for political events.</li> </ul>	