

Rochester Community Room Facility Request Form

RENTAL RULES AND EXPECTATIONS

About The Community Room

- Maximum capacity 960
- Available Monday - Friday 8am-9pm. Saturday and Sunday 8am-4pm
- The Community Room is available as-is. There are limited tables/chairs available.

Rules

- The Community Room is available for Rochester-based non-profits (501c3) and volunteer groups only.
- Groups hosting events may not charge an admission fee to their event.
- The Community Room is available for up to 2 hours at a time. This includes setup and breakdown. Anything over 2 hours must be explained in writing and will be considered by staff.
- Any organization that wants to reserve a recurring event (i.e. weekly or monthly, etc.) must submit a new application for each date requested.

Rental Requirements

- Proof of liability insurance is required with application with the City of Rochester named as additional insured. The address is 150 Wakefield Street, Rochester, NH 03867.
- Application can be submitted by:
 - Postal mailing the completed application and proof of insurance to: City Hall, 31 Wakefield St., Rochester NH 03867 Attn: Carole Glenn,
 - Delivering to Carole Glenn in the Economic Development Department, City Hall Annex 2nd floor, 33 Wakefield St., Rochester, or
 - Emailing to carole.glenn@rochesterh.gov.

Rental Process

- Any User seeking to utilize space managed by the City of Rochester must submit their request via a Facility Request Form.
- Events must be booked at least 3 weeks in advance of the event date.
- Primary mode of communication between the City of Rochester and User will be email.
- User is responsible for maintaining accurate, up to date contact information with the City of Rochester.
- Once request has been reviewed, User will be notified of decision. The length of the review process may vary depending on the event type. If User does not receive

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notice of receipt, they are responsible for contacting the City of Rochester and must not assume space availability.

- Recurring rentals may be granted depending on city scheduling and facility needs.
- Repetitive cancellations or “no shows” of low impact meetings will be documented and may hinder the group’s ability to utilize facility space in the future.

Facility Use Expectations

- User is responsible for the conduct of all participants and irresponsible behavior by event/meeting participants may result in loss of future rental space. 5. The User shall provide full adult supervision of its group and shall regulate and be responsible for the activities thereof during the entire time that said group or any members thereof shall remain on the premises of the City. The failure of a User to have an adult supervisor present at all times, shall result in the immediate forfeiture of the User’s right to continue to use the 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 <https://ecode360.com/RO2619>.
- User is responsible for returning the space to its original condition following their event.
- Users are responsible for removing all trash and placing it in the dumpster behind the building.
- Users who do not leave the space in the order it was found will not be allowed to rent in the future.
- Users who cause any damage to the facility or facility equipment will be held responsible for all repair/cleaning costs.
- Due to the multi-use environment of the Rochester Community Center, the city prefers not to schedule road races at this facility. If available, the Rochester Arena is a more suitable environment for such events.
- Community Center Rental Rules and Expectations are subject to change at the discretion of the City Manager.

USER INFORMATION

Please note: The Community Room is available for Rochester-based non-profits (501C3) and volunteer groups only. No exceptions.

Name of Organization/Entity: _____

Contact Person/User: _____

Phone: _____

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Address: _____

City/Town: _____ State: _____ Zip Code: _____

Email: _____

EVENT INFORMATION

Please note: The Community Room is open Monday - Friday from 8am-9pm, Saturday and Sunday from 8am-4pm. No exceptions.

Date of Event/Meeting: _____

Time in (Include setup): _____ Time out (Include cleanup): _____

Start Time of Event: _____

Total number of rental hours: _____ (Please include setup and cleanup)

Is the event open to the public? Yes No

Estimated Number of People Attending: _____

Please select one of the following:

_____ Rochester School Department

_____ City of Rochester Department

_____ Volunteer Group

_____ Non-Profit: Tax ID # _____

Event Name/Purpose of Event:

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Additional Information and/or Expectations for Facility Use:

SIGNATURE & DATE

I have read and understand all Rental Rules and Expectations. By signing here, as the User/User Group representative, I agree to all Rental Rules and Expectations.

Signature of User/User Group Representative

Date

Staff Approval

Date