



Indoor Facility Rental Request Form

Email: rentals@concordnh.gov

Renter's Name: _____ (renter must be 18 or over)

Address: _____ City: _____ State: _____ Zip: _____

Phone : _____ Email: _____

Facility Requested:

City Wide Community Center:

Gym (athletic events only): _____ Program/Meeting Room (max 40 people): _____

Harriet Dame Auditorium (max 80 with tables, 100 with chairs only): _____

Green Street Community Center Gym: (athletic events only) _____

The Merrimack Lodge at White Park (max 30 people): _____

West Street Ward House (max 70 people): _____

Dates & Times (*please provide up to 3 choices if possible. MUST include set up and clean up time)

1. Day: _____ Date: _____ Time: _____

2. Day: _____ Date: _____ Time: _____

3. Day: _____ Date: _____ Time: _____

Purpose of Rental:

Number People Expected at event:

Do you have liability insurance? YES NO

Do you plan to have food at your event? YES NO

If yes, please give details:

(more information required on next page)

Room set-up: (please note how many and any room set up needs)

TABLES

CHAIRS

OTHER

Please note: A security/cleaning deposit is required for all rentals serving food in CWCC Auditorium and the Merrimack Lodge. Pre and Post inspections will be done the day of the rental to review condition of space at CWCC and Merrimack Lodge. As long a room is clean with no damage the deposit is refunded via check within three weeks. However, if any damage or room is not clean the deposit will not be refunded.

- West Street Ward House does not have Wi-Fi and requires \$100 deposit required.

ADDITIONAL NOTES....

- Full payment is due when request is confirmed by staff.

Indemnification: In consideration for allowing the rental of a Parks & Recreation Facility and in full recognition of the City’s fiduciary responsibility to protect owned property and assets, the renter hereby agrees to indemnify, investigate, protect, defend and save harmless the City, its officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all renters, contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with this rental agreement, or from any or all claims or losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the renter in the performance of this agreement. 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. This indemnification shall survive the expiration or early termination of this contract.

Indemnification/Rental Agreement: _____
Renter’s Signature

Rules and Regulations Received: _____
Renter’s Signature

Appendix B Form signed _____
Renter’s Signature

Staff Notes:

Deposit paid: Yes___ No___

**APPENDIX B
(City of Concord Certification Form)**

CITY OF CONCORD YOUTH SKILLS CAMP CERTIFICATION FORM

As a party who leases or uses City of Concord property or buildings/structures for youth activities, you are required to complete and return this form:

ALL RENTERS MUST CHECK ONE OF THE TWO BOXES:

I hereby certify that background checks for a youth skill camp have been completed in accordance with RSA 170-E:56, II.

Or

I hereby certify that the activities that my organization will be conducting on property or buildings/structures owned by the City of Concord do not constitute a “youth skill camp” as defined in RSA 170-E:55, II and Administrative Rules, He-C 4004.03(e).

Please note that a “Youth Skills Camp” is defined under the statute and administrative rules as a program that *lasts 8 hours total or more in a year **and** occurs over a period of 3 or more consecutive days*. See below for complete definitions. Any questions about whether your organization is a “youth skill camp” should be referred to Youth Skill Camp Program, DHHS- Child Care Licensing Unit at 603-271-9025 or 1-800-852-3345 Ext. 9025.

In completing this form, I further certify that:

- The information provided on this certification form is true and complete to the best of my knowledge and belief; and
- I understand that I am subject to the penalties specified in New Hampshire law for making unsworn false statements if the information is false, incomplete, or misleading.

Name of Organization: _____

By: _____ **Date:** _____
(signature)

Name (print legibly or type): _____

The following definitions apply to youth skill camps:

170-E:55, II: "Youth skill camp" means a nonprofit or for-profit **program that lasts 8 hours total or more in a year** for the purpose of teaching a skill to minors. Such camps include, but are not limited to, the teaching of sports, the arts, and scientific inquiry.

Administrative Rules, He-C 4004.03(e): “Program” as used in the definition of “youth skills camp” means a specific curriculum that: (1) Has been developed by individuals knowledgeable and experienced in the field to impart a specific skill in a logical progression of increasing difficulty **over a period of 3 or more consecutive days**; and (2) Is taught by at least one instructor who is knowledgeable and experienced in the skill being imparted.