

**CITY OF CONCORD**  
**COMMUNITY CENTER RULES AND REGULATIONS**

- Permits are issued to groups on a first come, first served basis. No one under the age of 18 will be issued a permit. Payment is due at least 72 hours prior to the rental.
- Permits are issued after renter signs the Recreation Facility Agreement and/or the City receives a certificate of insurance and payment is received. Payment of the permit or rental fees acknowledges receipt of these rules and regulations on behalf of the assigned group.
- A permit limits the users to the room(s) listed on the permit. No other rooms are to be used in the facility.
- All facilities close at 11:00 pm. Renters must clean and vacate the facility by this time.
- Users will be billed for events requiring special clean up, equipment or use of City personnel beyond regular working hours. The Department reserves the option to require a police officer at the renter's expense and a security deposit if deemed necessary.
- Groups serving refreshments must bring trash bags and remove all trash when they depart. Trash is not to be left in the facility. Also, please bring a broom and dustpan for cleanup. Cleaning deposits of \$150 may be requested for special events. All West Street Ward House rentals are required to pay \$100 (check) cleaning/deposit fee.
- Upon arrival at your rental if you notice a significant mess left by a previous renter please notify us as soon as possible (email/phone). Photographs attached to your email are requested as well.
- All keys must be returned to the Parks & Recreation office the next working day after your rental. Lost keys are assessed a charge of \$100 and new permits are not issued until the fee is paid. Keys are not to be duplicated for any reason.
- Smoking and alcoholic beverages are not allowed in either the West St. Ward House or the Green St. Community Ctr. The City Wide Community Ctr. allows alcohol if properly permitted. Permits may take up to 60 days.
- No food or drinks (excluding water bottles) are allowed in the **Green St. Community Center gym**.
- Only proper footwear (soft sole, non-marking) is allowed on the **Green St. gym/City Wide Community Ctr. gym** floor. No boots, leather soles or heels are allowed. Users are encouraged to carry gym appropriate shoes to the Center and change from street shoes once inside the building.
- No skateboards, roller blades, bicycles, pets or baseball/softball practices are allowed in **West St. Ward House, and Green Street Community Center**.
- Please do not touch, use or move items that obviously belong to another user group.
- The City is not responsible for lost, stolen or damaged property of the user group.
- The City reserves the right to enter the building, room(s), during a permit users' reserved time to perform necessary maintenance tasks, repairs or for observation of the facility. City staff attempts to do routine maintenance when the building is not in use, however, this is not always possible.
- Please report all minor supply needs (light bulbs, restroom supplies, etc.) to the Parks & Recreation office at 603-225-8690, Monday – Friday, 8 AM – 4:30 PM.
- For rentals at the West St. Ward House, please report “serious” maintenance needs (broken windows, doors that don't lock, broken water pipes, no heat, etc.) immediately. Call 228-2737, Monday – Friday, 7 am – 3:00 pm; from 3:00 pm – 11:00 pm call 931-0023 - enter the number you wish to be called back at. On weekends please call 603-931-0515 to report service needs.

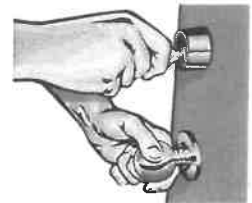
Please Respect the Facility and Respect the Neighborhood and keep reasonable noise levels after 9:00 pm.

# NOTICE TO ALL RENTERS



**PRIOR TO LEAVING, PLEASE:**

1. Check that all windows are closed and locked!
2. Sweep the floor clean.
3. Bag any trash/food items that you brought and take those bags with you when you leave. Do not leave trash in or outside of the facility.
4. Return all chairs/tables to original positions/locations.
5. Turn off all lights!
6. Make sure the doors are locked before you depart.



If you have any questions regarding the rental of our facilities, please contact our office at:

Concord Parks & Recreation  
14 Canterbury Rd.  
Concord, NH 03301

603-225-8690  
[recreation@concordnh.gov](mailto:recreation@concordnh.gov)