

CHECKLIST FOR CARE AND CLEANUP

Bow Bog Meeting House, 111 Bow Bog Road, Bow NH

(§ 159-12. Use regulations.)

- Alcohol**: The consumption of alcohol by anyone on these premises or the adjoining Town of Bow property surrounding said premises is strictly prohibited. The consumption of alcoholic beverages in any type of vehicle on these premises or the surrounding Town-owned property is also strictly prohibited.
- Smoking**: Absolutely no smoking is allowed in the building or on the surrounding Town owned property.
- Noise**: The renter is responsible to maintain all noise to a reasonable level so as not to disturb the surrounding neighbors.
- Parking**: Parking shall be in areas designated. It shall be done so as to not impede emergency vehicles from performing their duties.
- All entry and exit doors** shall remain free from obstacles which would impede safe entry and egress from the building.
- Nothing within the Bow Bog Meeting House** shall be moved or utilized to place upon or hold any object or thing which would cause damage to the surface of said historical item.
- Decorations**: Absolutely no decorations will be attached to any walls, ceilings or other items of a historical nature. There shall be no nails, staples, tacks, glues, and tape used to secure any decorations within the interior or exterior of said Bow Bog Meeting House.
- Do not drag tables, chairs or sharp and heavy objects across the floor.**
- The balcony area** is not to be used for any purpose.
- Cleanup**: Proper cleanup immediately after any event is required. If the town custodian is not hired, you must completely clean the areas used. Sweeping of floors and wet mopping if needed.

Failure to comply with these requirements will result in forfeiture of the security deposit.

SPECIAL NOTES: In addition to the Town Regulations stated above, please note the following:

- Key:** Up to 3 business days prior to an event, a Renter of the Facility (or their designee) may pick up a key for an approved function during business hours (7:30am-4:00 pm at the Town Manager's office, 10 Grandview Road). **To arrange a pick up date and time, contact the Administrative Assistant at (603) 228-1187 ext. 110, or by email tlindquist@bownh.gov**
- Bathroom:** There is no plumbing. An outdoor portable toilet is available.
- Heat / Air Conditioning:** There is no heat or air conditioning.

**If you have a facility concern, please contact the Administrative Assistant:
(603) 228-1187 ext. 110, tlindquist@bownh.gov.**

If you have an urgent facility issue, you may contact the Building and Facilities Manager at 603-223-3977.

SOURCE: