

Bow Bog Meeting House
111 Bow Bog Rd., Bow NH

POLICY, RULES & REGULATIONS

§ 159-1.1. Compliance with applicable laws and regulations. Persons or groups reserving any Town building or facility shall comply with all laws and regulations of the State of New Hampshire, and departments, boards, agencies, and commissions which may be applicable to the Premises, including without limitation, fire control laws and regulations, laws and rules concerning the serving and consumption of alcohol, and shall also comply with all applicable Town ordinances and with any rules and regulations issued by the Bow Police Department.

§ 159-10. Use of Bow Bog Meeting House

It is the intent of the Board of Selectmen to permit use of the Bow Bog Meeting House on a not-to-interfere basis with official municipal activities. Therefore, the use of the Bow Bog Meeting House will be limited to:

- A. Town of Bow municipal government bodies or departments. **The Town of Bow shall always have precedence for use of the facility at any time and reserves the right to void any reservation by other parties at any time.** The Town will not exercise this right except in instances where the greater public good will be served, such as the unexpected need to open an emergency shelter, or when a Town-sponsored event for the entire community requires the use of the facility.
- B. Bow School District bodies performing necessary, required duties.
- C. Designated Bow Organizations.
- D. Bow Community Interest Groups/Organizations.
- E. Individual Bow Residents
- F. Non-Bow Organizations/Individuals

§ 159-11. Rental.

- A. Prior to use, a reservation must be made with the Town Manager's Office and a written rental agreement must be executed.
- B. Rental limit. The facility may not be reserved for more than two consecutive calendar days by any user or renter. Designated Bow Organizations and Bow Community Interest Groups/Organizations may schedule multiple events throughout a calendar year depending upon availability. Renters must specify a beginning time and an ending time and this time period must include any set-up and clean-up time in addition to the time of the actual event. The rental fees are established by the Board of Selectmen (Chapter 124, Fee Schedule, of this Code.)
- C. Security Deposit. Individual Bow Residents and Non-Bow Organizations/Individuals shall pay a Security Deposit established by the Board of Selectmen (Chapter 124, Fee Schedule, of this Code), refundable after inspection of the facility after the event has been concluded. The deposit is subject to forfeiture, all or in part, if it is necessary to repair any damages to the facility or to engage town staff or commercial firms to clean the facility.

SEE NEXT PAGE

SOURCE:

Code of the Town of Bow, Division 2, Board of Selectmen Regulations, Ch. 159. Town Buildings and Grounds, Articles I-IV. Rev. 11-20-2021.

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) 223-3910, or by email tlindquist@bownh.gov.**
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- 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) 223-3910 ext. 110, tlindquist@bownh.gov

If you have an urgent facility issue, you may contact the Buildings and Facilities Manager, 603-848-7707

SOURCE:

Code of the Town of Bow, Division 2, Board of Selectmen Regulations, Ch. 159. Town Buildings and Grounds, Articles I-IV. Rev. 11-20-2021.