

# **Bow Community Building and Bandstand**

**3 Bow Center 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.

**§ 159-4. Use of Community Building and Bandstand.**

It is the intent of the Board of Selectmen to permit use of the Bow Community Building and Bandstand on a not-to-interfere basis with official municipal activities. Therefore, the use of the Bow Community Building and Bandstand 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

**§ 159-5. Rental.**

- A. Prior to use, a reservation must be made with the Director of Parks and Recreation and a written rental agreement must be executed.
- B. **Rental limit.** The facility may not be reserved for more than two consecutive calendar days. 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.

**§ 159-6. Use regulations.**

- A. **Utilities.** The Town shall, at its own expense, furnish electricity, water, and heat to the Bow Community Building.
- B. **Fire Department Use.** Renters shall yield to the Bow Fire Department or the Emergency Management Director if the need arises for those agencies to use the kitchen during an unforeseen emergency.
- C. **Parking.** Automobiles shall be parked in the Bow Community Building parking lot on the Town Pond side only; any additional cars may be parked on the Knox Road side of the Bandstand lot only. No cars may be parked on the fire station side of the Community Building. That parking area is reserved for use by firefighters responding to calls or training meetings.

**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. 12-20-2016

**CHECKLIST FOR CARE AND CLEANUP**  
**Bow Community Building and Bandstand, 3 Bow Center Rd., Bow NH**

- D. **Decorations.** Decorations shall be emplaced in the Community Building and/or the Bandstand in a manner that does not alter the facilities in any way. The use of nails, staples, or any other fasteners which cause damage are specifically prohibited.
- E. **Cleaning.** The renter shall be responsible for returning the facility to the same condition it was in prior to the beginning of each use:
- ☐ **Tables** shall be cleaned and tables and chairs returned to their proper storage areas.
  - ☐ **Trash** must be removed; Trash must be removed and put in the dumpster. (*Please see below Trash/Garbage/Recycling.*)
  - ☐ **Decorations** taken down,
  - ☐ Bandstand **floor** swept, Community Building floor swept and wet-mopped, and everything put back in its proper place.
  - ☐ **Lights** should be turned off and windows and doors shut and secured at the Bow Community Building following use.
  - ☐ **Water** (both inside and outside) must be turned off.
  - ☐ If renters are unable to attend to the clean-up responsibilities, renters shall inform the Bow Parks and Recreation Department and make arrangements for clean-up.

**Failure to fully comply may result in forfeiture of the security deposit.**

- F. **Yard Sales and Fundraisers.** In the event a yard sale or fundraiser is held, no items or trash shall be deposited or left in or about the Bow Bandstand, Bow Community Building, its parking lot, the dumpster, or clothing collection boxes. Renters shall not fill the dumpster with unsold yard sale/fundraiser items but shall instead remove them from the premises for disposal.
- G. **Alcohol.** If alcoholic beverages are to be served and consumed in the Community Building, all renters shall be required to provide evidence that all State of New Hampshire requirements have been met and may be required to bear the cost of hiring at least one paid police officer for the function. No alcoholic beverages will be allowed outside of the building. No alcohol possession or consumption is allowed on the Bandstand property.

**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 (8:30am-3:30pm at the Community Building, Parks and Recreation Department, 3 Bow Center Road). **To arrange a pick up date and time, contact the Parks and Recreation Department at (603) 223-3920 or by email [dlittle@bownh.gov](mailto:dlittle@bownh.gov) .**
- ☐ **Trash/Garbage:** Trash cans must be emptied and new liners placed inside each can. Trash must be taken to the outdoor dumpster.
- ☐ **Recycling:** Bow recycles! All plastics, paper, glass, etc. can be mixed together in the designated recycling bin. Recycling bin must be emptied into the large blue recycling bin located outside by the dumpster.
- ☐ **Lights / Windows / Doors:** Please make sure every door and window is locked, including bathroom windows.
- ☐ **Phones:** Cell phone reception is very poor. Landline unavailable.
- ☐ **Heat / Air Conditioning:** The thermostat should be left at 65-degrees. No Air Conditioning.

**If you have a facility concern, please contact the Bow Parks and Recreation Department  
(603) 223-3920 [dlittle@bownh.gov](mailto:dlittle@bownh.gov)**

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

SOURCE:

Code of the Town of Bow, Division 2, Board of Selectmen Regulations, Ch. 159. Town Buildings and Grounds, Articles I-IV. Rev. 12-20-2016