

Bow Old Town Hall
91 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.

§ 159-7. Use of Old Town Hall.

It is the intent of the Board of Selectmen to permit use of the Old Town Hall 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
- F. Bow Community Interest Groups/Organizations
- G. Individual Bow Residents
- H. Non-Bow Organizations/Individuals

§ 159-8. 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 Old Town Hall, 91 Bow Center Road, Bow NH

(§159-9. Use regulations.)

- Damage:** The renter shall be responsible for all damages done to the premises. All renters shall agree to make immediate restitution for any damages done by persons known or unknown during the time of rental.
- Floors / Dancing:** Due to the aged structural condition of the floor, *dancing is prohibited in the facility, as is any other physical activity which places more stress upon the floor than does standing and walking.*
- Tables, chairs, and any other sharp or heavy objects** must be moved by carrying rather than dragging across the floor.
- The kitchen table (island)** shall not be moved under any circumstances.
- The American flag** is not to be removed from the function room.
- Alcohol:** If alcoholic beverages are to be served and consumed in the Old Town Hall, 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.
- Smoking:** Smoking is prohibited inside the building.
- Parking:** Parking is permitted in the parking lot only.
- Decorations:** No decorations will be attached to the walls or ceilings. There shall be no use of nails, staples, tacks, tape, or any glues in the arrangement of decorations. Doing so will result in loss of security deposit.
- Cleanup:** Cleanup immediately after the event is required. Cleanup includes, but is not limited to:
 - resetting tables and chairs where they were originally located,
 - sweeping floors (wet mop if needed),
 - cleaning any kitchen equipment used including stove and ovens, and
 - checking rest rooms for neatness or abuse.
 - All materials brought in for the event shall be removed.

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 ext. 110, or by email tlindquist@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. However, there is a landline phone in the kitchen for outgoing emergency calls.
- Heat / Air Conditioning:** The thermostat should be left at 65-degrees. The heat or air-conditioning will come on automatically, or the thermostat and on/off switch can be used.

If you have a facility concern, please contact the Administrative Assistant:

(603) 223-3910 or tlindquist@bownh.gov.

If you have an urgent facility issue, you may contact the Building and Facilities Manager, cell (603) 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. 11-20-2021