

INSTRUCTIONS FOR RESERVING TOWN PROPERTY

The Board of Selectmen may grant use of the Town property. Such use shall be consistent with the following objectives and purposes.

1. The needs of the official elected boards, committees and commissions of the Town of New London.
2. The needs of other individuals or organizations specified in this policy.

GENERAL INFORMATION

1. Call the Board of Selectmen's office (526-4821 x10) to determine if the dates requested are available.
2. The Board of Selectmen may grant use of the Whipple Memorial Town Hall upon written application along with advance payment of rental and/or such other fees or conditions as the Board may impose.
3. Applications may be obtained at the Selectmen's Office during regular business hours - Monday through Friday, 8:00 a.m. to 4:00 p.m. or on the town website under Regulations & Permits. Completed applications are reviewed at regular select board meetings. Refer to meeting schedule.
4. The applicant must be a resident of the Town of New London and may represent them, represent a sponsor which is a New London based charitable organization, an organization whose sole purpose is to benefit the Town of New London or a group (New London based) which is a part of a national charitable organization.
5. The county of Merrimack or the State of New Hampshire may receive a permit to hold a hearing which is to the benefit of the residents of New London.
6. If considered to be in the best interest of the residents and taxpayers of New London, the Board of Selectmen may issue a permit to applicants not covered as stated above.
7. The Board has imposed the following work schedule of fees for use of the Town Hall. Fees do not pertain to official boards, committees, or commissions of the Town. The Board of Selectmen may at its sole discretion waive the charging of fees for use.
8. **Deposit:** All users will be required to leave a deposit of \$50.00 in a form of cash or check to reserve the facility. It will be returned upon completion of use if all facilities are in the same order in which they were found.
9. Reservations will be deemed **tentative** once dropped off and accepted at the Board of Selectmen's office. Reservations will only be scheduled along with payment unless otherwise noted by the Board of Selectmen. Reservations will be deemed **firm** once the organization and/or sponsoring individual receives a receipt from the Board of Selectmen's office reflecting reservation and form of payment.
10. If you would like to reserve Town Property without payment, you will need to submit your reason to the Board of Selectmen in writing and present it to the Town Administrator to be scheduled on the Board of Selectmen's agenda.

WHIPPLE TOWN HALL – GUIDELINES FOR USAGE

1. Use of the main hall may be granted only following written application approved by the Board of Selectmen and upon receipt of all fees.
2. Once rental is approved by the Board of Selectmen, the applicant should check with New London Dispatch at the Police Department and an officer will unlock the doors. At no time, except when the user is present, are doors to be left unlocked or windows open.
3. No signs, notices, or other items of any form or kind are to be attached to the walls, doors, woodwork, curtains, shades or windows.
4. Preparation of food, the serving of food, warming of water, preparing tea, coffee or other beverages, either alcoholic or nonalcoholic, is not allowed during any use of the building, nor shall any of these items be consumed on the premises without written approval of the Board of Selectmen.
5. No furniture is to be moved without specific advance permission. In most cases where permission is granted, all furniture must be restored to its proper place on the day the authorized activity concludes.
6. No furniture, scenery or other equipment is to be moved into the hall, except with special permission of the Selectmen, and such must be removed on the day the authorized activity concludes.
7. No painting or construction work is to be done in the building or anywhere on the property.

8. At the conclusion of authorized use, all doors must be locked; windows closed and Dispatch notified that you have vacated the building.
9. All lights must be turned off when the hall is not in use and when the activity ends.
10. No smoking is allowed anywhere within the building.
11. If anticipated attendance is in excess of 50, a police officer may be required. Contact the police department to determine if necessary.
12. No equipment of any kind belonging to the hall may be used unless permission is granted and an experienced operator is provided by the user. If no such operator is available among the group hiring the hall, such person shall be hired by the user.
13. A public telephone is available for use at the Police Department.
14. All refuse must be removed from the property no later than the day of the conclusion of the authorized activity.
15. The user will restore the facilities to a clean condition. Any damage whatsoever to the hall and in its properties is to be paid for entirely by the applicant and arrangement for repairs shall be made within 24 hours of the conclusion of the last day of use. The required refundable deposit may be withheld to make necessary repairs.
16. Use of the sound system may be arranged in advance. No one shall be permitted to adjust or reset the controls.
17. The capacity cannot exceed no more than 252 people, which includes the balcony on the second floor.

SYD CROOK CONFERENCE ROOM AND WHIPPLE TOWN HALL CONFERENCE ROOM

1. Use of the Syd Crook Conference Room, located at the Town Office building, and the conference room at Whipple Hall may be granted only upon written application approved by the Board of Selectmen and upon receipt of all fees.
2. At no time, except when the user is present, are doors to be left unlocked or windows open.
3. No signs, notices, or other items of any form or kind are to be attached to the walls, doors, woodwork, curtains, shades or windows.
4. Preparation and consumption of food and drink is allowed with proper cleanup.
5. No furniture is to be moved without specific advance permission. In most cases where permission is granted, all furniture must be restored to its proper place on the day the authorized activity concludes. Furniture may not be moved from the conference to the hallway.
6. No painting or construction work is to be done in the conference room(s) or anywhere on the property.
7. At the conclusion of the authorized use, all doors and windows must be closed and locked.
8. All lights must be turned off when the conference room(s) are not in use and when the activity ends.
9. No smoking is allowed anywhere within the Town Office building or Whipple Town Hall.
10. The Conference Room at Whipple hall shall be used to accommodate no more than 20 persons. The Syd Crook Conference Room shall be used to accommodate no more than 50 persons.
11. No equipment of any kind belonging to the Town Office or Whipple Hall may be used unless permission is granted and an experienced operator is provided by the user. If no such operator is available among the group using/renting the conference room(s), such person shall be hired by the user.
12. A public telephone is available for use in the Town Office or at the Police Station for local and emergency calls.
13. All refuse must be removed from the property no later than the day of the conclusion of the authorized activity.
14. Any damage whatsoever to the conference room(s) is to be paid for entirely by the applicant and arrangement for repairs shall be made within 24 hours of the conclusion of the last day of use. The required refundable deposit may be withheld to make necessary repairs.

SARGENT COMMON, MARY D. HADDAD MEMORIAL BANDSTAND, NEW LONDON INN COMMONS, AND THE LITTLE COMMON (NEXT TO INFO BOOTH)

WHEREAS, the Town of New London's Zoning Ordinance was enacted "to protect and promote the general welfare of the Town's inhabitants by preserving the Town's rural charm"; and

WHEREAS, the area known as Sargent Common was deeded to the inhabitants of the Town to be "maintained in [its] present state as undeveloped common land for the use of the Town, its citizens (including Colby-Sawyer College) and their guests"; and

WHEREAS, the Mary D. Haddad Memorial Bandstand was accepted at Town Meeting by the citizens of the Town in the spirit of the above; and

WHEREAS, the New London Inn Common was accepted at Town Meeting by the citizens of the Town in the spirit of the above; and

WHEREAS, the area known as the "Little Common" further serves in the effort to maintain an open and rural character; and

THEREFORE, the Board of Selectmen of the Town of New London, with the guidance of a Citizen's Committee, has adopted these guidelines governing the use of the town properties. Every attempt has been made to abide by the requirements of the Zoning Ordinance, state statutes and most importantly, the wishes of the late Ausbon Sargent, who was instrumental in the Town's acquisition of the Sargent Commons. It remains the Citizen's and Committees' belief that these guidelines will insure the uninterrupted enjoyment of the Town Commons and Bandstand for generations to come and will promote the general welfare of the Town and its inhabitants.

The Board of Selectmen may authorize the use of the "Town Commons" (the Sargent Common, New London Inn Common, the Little Common and the Mary Haddad Memorial Bandstand) upon advance written application.

Use of the Town Commons

1. Use of the Town Commons shall be limited to New London based non-profit organizations, organizations whose primary purpose is to benefit the Town of New London and local chapters of national non-profit organizations. The Board may also authorize use by other organizations and individuals in exceptional cases, but only when they consider such use in the overall best interest of the Town and its residents.
2. Authorization to use the Town Commons shall be subject to conditions the Board may reasonably impose including, but not limited to, the following:
 - Tents, barricades, amusement rides and similar equipment must be approved by the Selectmen and may be moved on to the Town Commons no more than 48 hours in advance of the authorized activity and must be removed within 48 hours of the conclusion of the activity.
 - If anticipated attendance and duration of authorized activity warrants, portable toilets shall be provided and paid for by the sponsoring organization.
 - The sponsoring organization shall fill out an Event Permit for Temporary Ancillary sale or other event pursuant to section II, article 14, which will be used to notify the New London Police Department, no less than 14 days in advance of the activity. The sponsoring organization shall be responsible for the cost of extra police coverage, should the department require it.
 - All refuse must be removed from the Town Commons by the sponsoring organization or individual promptly at the conclusion of the authorized activity, and never later than 24 hours after the activity (recycling is strongly encouraged).
 - Signs, notices or other items may not be attached to any structure, any tree, or wooden trash receptacles on the Common; nor may any painting or construction be done. Signage may require a permit according to the New London Zoning Ordinance.

- The sponsoring organization or individual shall be responsible for any damage to the Town property and all costs associated with necessary repairs. Only Town approved contractors, repair services, landscapers, etc. may be used. All repairs must be done in a timely fashion as directed by the Selectmen. Inspections will be made prior to and after each event.
- The Board of Selectmen may require the sponsoring organization or individual to request Fire or Emergency Medical services to be on-site during the activity.

Use of the Mary Haddad Memorial Bandstand

1. With respect to the Mary Haddad Memorial Bandstand, the following additional conditions also apply:
 - Removable portions of the bandstand may not be removed without prior approval of the Board and where approval is granted, all removed portions must be restored to their proper places at the conclusion of the activity.
 - Use of the electrical feed at the bandstand must be arranged in advance with the Selectmen. No one shall be permitted to adjust or reset the timers, breakers or switches. If additional electrical feed is required, only a town approved electrician may be employed and solely at the user's expense.
 - Keys for access to the electrical system at the bandstand may be obtained by signature from the Police Department or at the Selectmen's office. At no time is access to the electrical system to be left unlocked and unattended. Keys are not to be removed from the area and should be returned to the Police Department or to the Selectmen's office during the period of the user's absence and promptly upon conclusion of the authorized activity.
 - In addition to the foregoing, the Board of Selectmen may, at its sole discretion, impose a general maintenance fee deposit of a reasonable amount to be held and refunded if after conclusion of the activity, the Town Commons and Bandstand are left in a clean and orderly condition including removal of all refuse. The Board may also in its sole discretion require sponsoring organizations or individuals to provide proof of general liability insurance coverage in acceptable form and amount protecting the organization against claims for bodily injury or property damage.

GUIDELINES FOR USAGE OF TOWN PROPERTY