



## 2018 RENTAL RULES & FEES

**The Board of Directors & Staff welcome you to the Marion Gerrish Community Center!**

**We have DVD players and a computer compatible projector available for use on a reservation basis.**

**Please remember WE RECYCLE!**

1. Building hours are Monday through Friday 8:00 a.m. to 9:45 p.m. and Saturday 9:00 a.m. to 4:45 p.m.  
**If you wish to use the building outside of these times additional fees will be charged.**
2. **The four-hour room rental INCLUDES the set up and clean up of the room;** if you require more than four hours, please include this on your rental application and additional fees will be charged.
3. Children must be supervised, by an adult, at all times and are not allowed to wait in the hallways or other rooms.
4. It is your responsibility to set up the room and return it at the end of your rental time to its original layout.  
**To receive the \$50 security deposit back, you must return room to the same condition & layout as you received it.**
5. If you do not arrive for your rental you will lose your room rental AND security deposit fees.
6. We require two-week notice of cancellation, for a refund.
7. Only use your assigned room, if additional space is needed, check with Building Monitor & fees will be charged.
8. Do not remove furniture from other rooms without permission from the Building Monitor.
9. Do not lock or block doors to rooms, in case of a fire.
10. Only service animals, wearing identification, are allowed in the building.
11. The use of open flames is prohibited in our building.
12. Please be respectful and considerate of others using the building.
13. The use of **any** tobacco products (incl. e-cigarettes) is prohibited inside & within 25 feet of the building entrances.
14. **No alcohol (closed or open container) is allowed in our building or on our grounds.**  
**Make sure all of your guests know of this policy!**
15. Per order of the Derry Fire Department, do not use stoves to cook with grease or items that would cause smoke.
16. No DJs however, music IS allowed as long as it is kept to a reasonable level and is considerate of other groups in the building. If it is excessive, you will be asked to turn it down. If it remains excessive, you will be asked to leave and you will lose your room rental AND security deposit fees.
17. **If we need to close the MGCC due to weather or emergency, we will announce on WMUR, News 9.**
18. By signing our room application, you agree, for the members of your group, to hold the Marion Gerrish Community Center harmless for any injuries sustained while on our property.

The Marion Gerrish Community Center reserves the right to ask any rental group or person to leave our premises. If a rental group is asked to leave then no refund will be given, including the security deposit. Please keep this sheet for your own information and make sure members of your group, business, party or organization are aware of them.

### RENTAL FEES

All rental fees are due two (2) weeks prior to your rental, no refunds given after this time. A \$50 security deposit must be made at the time of reservation with a SEPARATE check or cash. Checks and cash only, we do not accept credit cards.

#### **room 1 (full kitchen)**

\$120 for 4 hours, during regular hours  
\$20 per hour, for additional hours  
  
\$240 for 4 hours, outside of regular hours  
\$40 per hour, for additional, outside hours

#### **rooms 2-6**

\$60 for 4 hours, during regular hours  
\$20 per hour, for additional hours  
  
\$120 for 4 hours, outside of regular hours  
\$40 per hour, for additional, outside hours