



Marion Gerrish Community Center

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www.mgccderrynh.org

The Board of Directors & Staff welcomes you to the Marion Gerrish Community Center (MGCC). Please read these rules; it is your responsibility to ensure that all members of your group are aware of these rules.

Inquire about using our outdoor sign to post your groups special events!

Please remember that we have DVD players and a projector available for use on a reservation basis.

We also rent our rooms for parties and meetings!

There are many groups using our building, so we require the following rules:

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. The Center's doors will lock promptly at 10:00 pm and 5:00 pm respectively.
If you are still in the building at closing, your group will be charged a \$25 fine, per incidence.
2. **Children must be supervised, by an adult, at all times and are not allowed to wait in the hallways or other rooms. Children must be with their group.**
3. It is your responsibility to set up the room for your group and return it at the end of your meeting.
The tables and chairs must be returned to their original position when you leave.
Failure to return the room to its original layout, may result in termination to use the MGCC.
4. All groups must PROMPTLY leave their room at the end of their scheduled meeting time.
5. **If your group fails to show up for 2 meetings, without notification, you may lose your room for the year.**
6. If you are not present by your listed start time, without notification, your room may be given to another group.
7. Please only use your assigned room, if additional space is needed, please check with the Building Monitor.
8. **We do NOT guarantee any room placement**, but we will try to accommodate your request within the needs of maximizing the usage of the building.
9. **If we need to close the MGCC due to weather or emergency, we will announce on WMUR, News 9.**
10. Do not remove furniture from other rooms without permission from the Building Monitor.
11. Do not lock or block doors to rooms, in case of a fire.
12. Only service animals, wearing identification, are allowed in the building.
13. Please be respectful and considerate of others using the building.
14. Due to the number of groups using the facility, storage space is not available.
15. The use of **any** tobacco products (incl. e-cigarettes) is prohibited inside & within 25 feet of the building entrances.
16. No alcohol is allowed in our building or on our grounds.
17. The use of open flames is prohibited in our building.
18. Per order of the Derry Fire Department, do not use stoves to cook with grease or items that would cause smoke.
19. No DJs however, music IS allowed as long as it is kept to a reasonable level & 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.
20. It is your responsibility to reschedule your meeting if it falls on one of our recognized holidays.
21. By signing our room application, you agree, for ALL 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 group or individual to leave our premises if they violate **any** of these rules. If a group is asked to leave, you may lose the privilege to use the MGCC in the future.