



Marion Gerrish Community Center

39 West Broadway, Derry, NH 03038

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RULES of the Marion Gerrish Community Center

Please read these rules; it is your responsibility to ensure that all members of your group abide by these rules. Failure to follow these rules will result in your group not being allowed to use the building.

Due to the COVID19 pandemic, all rules, *hours, and reservations are subject to change without notice. By completing the MGCC application you agree, on behalf of all members of your group, to hold the Marion Gerrish Community Center harmless.

Whoever is completing this application is responsible to ensure ALL of their members follow these rules:

1. Anyone entering the building MUST wear a mask per CDC guidelines the entire time in the building, including children ages 2 and up.
2. DO NOT ARRIVE EARLY FOR YOUR MEETING. Please wait outside or in your vehicle until your arrival window time. Leave promptly at your scheduled exit time. We need to prevent congestion in the hallways.
3. Follow directional signs in the building for “in” and “out” doors as well as “up” and “down” staircases.
4. No food is allowed to be consumed in the building, with the exception of staff.
5. Shut the doors to your room once your meeting begins.
6. Do not linger in the hallways or go into rooms other than what has been assigned to your group.
7. All furniture used by your group will need to be returned to the original room layout and then cleaned with the provided CDC approved cleaner prior to leaving the room.
8. Do not cover or block security cameras.
9. *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 incident.
10. **Children must be supervised, by an adult, at all times and are not allowed to wait in hallways or other rooms. Children must be with their group. It is the responsibility of group leaders to inform all members.**
11. **If your group fails to show up for 2 meetings, without notification, you may lose your room for the year.**
12. If you are not present by your listed start time, without notification, your room may be given to another group.
13. **We do NOT guarantee any room placement**, but we will try to accommodate your request while also maximizing the usage of the building. ALWAYS check the schedule to see what room your group is in.
14. **If we need to close the MGCC due to weather, COVID19 or other, we will announce on WMUR, News 9.**
15. Do not remove furniture from other rooms without permission from the Building Monitor.
16. Do not lock or block doors to rooms, in case of a fire.
17. Only service animals, wearing proper identification, are allowed in the building.
18. Please be respectful and considerate of others using the building.
19. The use of **any** tobacco products (incl. e-cigarettes) is prohibited inside & within 25 feet of the building entrances.
20. No alcohol is allowed in our building or on our grounds.
21. The use of open flames is prohibited in our building.
22. Per order of the Derry Fire Department, do not use stoves to cook with grease or items that would cause smoke.
23. 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.
24. 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 remove any group or individual from 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. All members of any group using our building must abide by these rules, please inform all members of our room use rules.