

MARION GERRISH COMMUNITY CENTER (MGCC)

39 W. BROADWAY, DERRY, NH 03038

tel. 603-434-8866 fax 603-432-5760 email: mgcc.derry@gmail.com www.mgccderrynh.org

2023 RENTAL RULES & FEES

We have SMART TVs and a computer compatible projector available for use on a reservation basis.

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, please call for availability & additional fees will be charged.
2. **The four-hour room rental INCLUDES the set up/decoration and cleanup 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. At the end of your rental time, **it is your responsibility to return the room to its original layout & condition,** failure will result in loss of your security deposit. **Round tables in room 1 cannot be removed from the room.**
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. Do not block or obscure security cameras..
10. Only service dogs are allowed in the building.
11. The use of open flames is prohibited, lighting & blowing out candles for a birthday cake is only exception.
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 on our property. TELL your guests!**
15. **Air purifier must be running the entire time you are in the room; do not turn air purifier off.**
16. Per order of the Derry Fire Department, do not use stoves to cook with grease or items that would cause smoke.
17. No DJs however, music IS allowed if 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.
18. CASH security deposits **not picked up in person within 30 days of rental will be considered a donation.**
19. **If we need to close the MGCC due to weather or emergency, we will announce on WMUR, News 9.**
20. **We reserve the right to cancel reservations.**
21. By signing our room application (additional document), you agree, for the members of your entire 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 is due at 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