



Marion Gerrish Community Center (MGCC)

39 West Broadway, Derry, NH 03038

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MGCC RULES AND ROOM USE POLICY

Please read these rules; it is your responsibility to ensure that all members of your rental abide by these rules. Failure to follow these rules may result in eviction from the building and/or the ability to use the building in the future. The Marion Gerrish Community Center reserves the right to remove any renter, group or individual from our premises if they violate any of these rules.

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

Whomever completes application is responsible to ensure people in their group follow these rules:

1. Building hours are Monday through Friday 8:00 am to 9:45 pm and Saturday 9:00 am to 4:45 pm. 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 fee, per incident.
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. Shut the doors to your room once your meeting begins.
4. Air purifiers must remain on throughout your meeting.
5. Do not linger in the hallways or go into rooms other than what has been assigned to your group.
6. 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, please allow time for this when listing end time.
7. When completing the application, the **start time listed** is what will be put on the schedule for your guests.
8. When completing the application, your group will be expected to **leave within 15 minutes from the end time listed** on the application. IF you need extra time, please see the Building Monitor prior to the listed end time.
9. **If your group fails to show up for 2 meetings, without notification, you may lose your room for the year.**
10. If you are not present by your listed start time, without notification, your room may be given to another group.
11. We do NOT guarantee any room placement, 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.
12. **If we need to close the MGCC due to weather or other reason, we will announce it on WMUR, News 9.**
We reserve the right to close without notice.
13. Do not remove furniture from other rooms without permission from the Building Monitor.
14. Do not lock or block doors to room.
15. Do not cover or block security cameras. We are using security cameras in the building and rooms for the protection of our guests.

16. Only service animals are allowed in the building.
17. Birthday candles and sterno for chafing dishes are the only flames 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.
20. No alcohol (closed or open container) is allowed on our property.
21. Per order of the Derry Fire Depart., don't use stoves to cook with grease or items that create smoke.
22. No DJs, however, music IS allowed if it is kept to a reasonable level & is considerate of other groups. If it is excessive, you will be asked to turn it down. If it remains excessive, you will be asked to leave.
23. No solicitation on the property.
24. By signing our room application (additional document), you agree, for All people at your rental, to hold the Marion Gerrish Community Center harmless for any injuries or illnesses sustained while on our property.
25. The MGCC Room Use Policy is:
 - We do not book rooms for single-use political events.
 - All advertisements, social media posting, posters and flyers for events and speakers being held at the Marion Gerrish Community Center need to include the following verbiage, "**This event is not organized/sponsored by the Marion Gerrish Community Center.**" This can be made available to you as a JPG upon request.
 - We reserve the right to deny room usage at our discretion.
 - We reserve the right to end any meeting if it becomes disruptive due to media/press, overwhelming attendance, protests, or other reasons.

Please keep these rules and make sure all members of your organization are aware of them.