



Marion Gerrish Community Center (MGCC)

39 West Broadway, Derry, NH 03038

www.mgccderrynh.org

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MGCC BUSINESS RENTAL RULES & 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 the loss of your rental monies, eviction from the building and/or the inability to use this 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.

Whoever completes application is responsible to ensure people at their rental follow these rules:

1. Building hours are Monday through Friday 8:00 a.m. to **9:45** p.m. and Saturday 8:00 a.m. to **4:45** p.m. The Center's doors will lock promptly at 10:00 pm and 5:00 pm respectively.
2. The rental time includes the set up and cleanup of your room. Please allocate 30 minutes to clean room.
3. 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.
4. It is your responsibility to return the room to its original layout and condition. Round tables in room 1 can not be removed from the room.
5. If you do not arrive for your rental, without notice, you will lose your rental fee.
6. We require two-weeks notice of cancellation for a refund.
7. Only use your reserved 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. We are using security cameras in the building and rooms for the protection of our guests.
10. Only service dogs are allowed in the building.
11. Birthday candles and sterno for chafing dishes are the only flames allowed in the 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' of the building.
14. No alcohol (closed or open container) is allowed in our property.
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 Depart., don't use stoves to cook with grease or items that create smoke.
17. No DJs however, music IS allowed if kept at 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 and will not be refunded your rental fee.
18. No solicitation on the property.

19. **If we need to close the MGCC due to weather or other reasons, we will announce it on WMUR, News 9 and contact you via the provided contact information. We reserve the right to cancel your reservation, without notice, and will return your rental fee or reschedule your rental with you.**
20. 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.
21. The Marion Gerrish 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 rental are aware of them.