



Jaffrey Meetinghouse

http://townofjaffrey.com/Pages/JaffreyNH_Bcomm/Meetinghouse/index

Application for Use

10/15

Application No

Applicant's Name(s): _____

Address: _____

Day Telephone: _____ Evening Telephone: _____ E-mail: _____

Description of Activity or Event: _____

Date(s) Requested: _____ Time(s): _____

Fees and Charges

- A **Security Deposit** (made payable to the TOWN OF JAFFREY) in the amount of **\$100** is required to be posted with the Town of Jaffrey when this application is submitted. An application received without the required deposit will be deemed incomplete and returned to the applicant. No Board of Selectmen approval will be given to an incomplete application.
- A non-refundable **User Fee** (made payable to the MEETINGHOUSE TRUST FUND) of **\$75** per day will be charged for each use of the Meetinghouse that is free-of-charge and open to the public or that is free-of-charge and is sponsored by a non-profit group.
- A non-refundable **User Fee** (made payable to the MEETINGHOUSE TRUST FUND) of **\$250** per day will be charged for each **private** use of the Meetinghouse for events not generally open to the public whether or not the event is free-of-charge.
- A non-refundable **User Fee** (made payable to the MEETINGHOUSE TRUST FUND) of **\$100** per day will be charged for each use of the Meetinghouse that is open to the public, is sponsored by a non-profit group and for which a fee is charged.
- A non-refundable **User Fee** (made payable to the MEETINGHOUSE TRUST FUND) of **\$350** per day will be charged for each **private** use of the Meetinghouse for **weddings**.

\$_____ Total amount to be paid (within 30 days of the event) excluding the \$100 Security Deposit.

Users of the Meetinghouse should consult the **RULES AND GUIDELINES** which appear on the reverse of this Application and are posted at the Meetinghouse.

A key may be picked up in the Town Office (10 Goodnow Street, Jaffrey, NH 03452) the weekday closest to the event. The key must be returned to the Town Office after the event (a drop-off box is available outside the Town Office). If the key is not returned to the Town Office, the deposit will be forfeited.

If, during use, damage occurs requiring repairs, the cost of these repairs will be deducted from the deposit. At the conclusion of the event, the Meetinghouse will be inspected for damage. If no charges for damages have been incurred, the Town of Jaffrey will return the deposit in full. If repairs are in excess of the deposit, the user will be responsible for the total cost.

In accordance with Jaffrey's **POLICY FOR USE OF TOWN PROPERTY**, a certificate of general liability insurance in the amount of \$500,000 or more must be provided to the Town of Jaffrey prior to using the Meetinghouse.

Questions about the Meetinghouse, its use and facilities, should be directed to **Janet S. Grant** (Tel: 532-5731. E-mail: janetsgrant@msn.com) or **Robert B. Stephenson** (Tel: 532-6066. E-mail: rs41@comcast.net), members of the Meetinghouse Committee. They are happy to show the Meetinghouse to users and potential users. For questions related to applying for use, deposits, keys, etc., contact **Judy Zola** at the Town Office (Tel: 532-7880. E-mail: jzola@townofjaffrey.com).

The terms stated herein are accepted:

JAFFREY BOARD OF SELECTMEN

Applicant(s)

Date: _____

Date: _____



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Rules and Guidelines

The Town of Jaffrey website has a section on the Meetinghouse http://townofjaffrey.com/Pages/JaffreyNH_Bcomm/Meetinghouse/indexc which includes those events that have been scheduled; the application for use; photographs, both historical and modern; and other information that might be useful or of interest.

RULES

- Eating, drinking, and smoking are not allowed in the Meetinghouse. Eating or drinking may occur outside, but any trash must be disposed of properly. Consumption of alcoholic beverages is prohibited on any publicly owned property.
- If any furniture or furnishings (benches, display case, donation box, podium, flags, cushions, etc.) are moved or rearranged, please replace them in their original locations when finished.
- Nails, tacks, paint, tape, and adhesives of any kind are not to be used on the furniture, floors, walls or woodwork. Ties may be used (except on the lights) so long as they are removed. Any damage will result in loss of the security deposit.
- The electrical panel, timers, fire alarm equipment and extinguishers (except in case of emergency), and the clock's chime mechanism are not to be touched. If the clock's chime mechanism is disturbed, it will be reset at the lessee's expense. There is a telephone in the backstage dressing area which is limited to local calls.
- No open flames (i.e., candles, lanterns, etc.) are allowed in the Meetinghouse. For weddings, a single candle is permitted although it must be situated away from any inflammable material.
- Any furnishings, decorations, etc., brought in for an event, must be removed from the Meetinghouse within 24 hours of the conclusion of the event. Any items not removed may be discarded.

GUIDELINES

- The large, orange-handled switch at the bottom-right of the electrical panel in the backstage dressing area controls the house lights (four chandeliers); it may be set to either the "Dim" or "Bright" position. Please ensure the lights are turned off when finished. Rear sconces, restroom light, exterior lights and the Tower chandelier are operated by nearby wall switches.
- Stage lights are controlled by the right switch located stage left by the stairway. (The left switch is disconnected.) Dimmers are located on each side of the stage. Please ensure curtains are kept away from the lights to avoid possible fire.
- Ropes located stage left open and close the main curtains. Please use care. If you desire to alter the position of any fixed curtains or hangings, please seek prior approval.
- The entry door is located at the base of the Tower. Please ensure it is locked when leaving the Meetinghouse. If the backstage door is used, it locks automatically upon closing. The double doors may be used if desired. No key is required, simply release the upper and lower bolts and push gently outward. Reverse the process to close.
- Before opening a window, be certain to remove the small pegs located above the lower sash. Only the lower sash is operable. To install a screen, lift the window above the height of the screen, place one side in the window groove and expand the screen until the opposite side fits into the opposite groove. If screens are removed, please leave them against the wall below the windows. Use great care in opening and closing windows as there are no weights or springs and, unsupported, the sash is likely to crash downward to the sill possibly causing glass breakage.

CONTACTS

For viewing the Meetinghouse, questions on facilities, equipment, use, lighting, logistics in general:

- Janet S. Grant, 36 Thorndike Pond Road, Jaffrey Center. (Tel: 532-5731). E-mail: janetsgrant@msn.com
- Robert B. Stephenson, 347 Main Street, Jaffrey Center. (Tel: 532-6066). E-mail: rs41@comcast.net

For applications for use, scheduling, payment of fees, insurance questions and similar matters:

- Judy Zola, Town Office, 10 Goodnow Street, Jaffrey. Hours: Monday-Friday, 7:30 a.m. - 4:00 p.m. (Tel: 532-7880). E-mail: jzola@townofjaffrey.com