

INDOOR FACILITIES RULES AND REGULATIONS

Please review our indoor rental locations for the City-Wide Community Center, West Street Ward House, Green Street Community Center Gym and the Merrimack Lodge at White Park. Rental rates, rules and rental forms are online at www.concordparksandrec.com

1. Permit holders are restricted to the dates, times and location specified on their permit. No refunds for cancellations under three weeks from the rental date unless the facilities are closed for weather.
2. Rental permits will only be issued to adults (over 18 years old) and the person signing the rental agreement is required to be onsite during the rental. Renters are responsible for activity supervising people attending their event.
3. Renters are responsible for the observance of City of Concord and State fire regulations.
4. CWCC renters are required to clean up after their use of the facility (trash, clean/wipe tables. Please check with front desk if supplies are needed). Dumpster is available upon request.
5. Green Street Community Center Gym, West Street Ward House and Merrimack Lodge at White Park are carry-in, carry-out facilities. Renters at these locations are to clean up after their use of the facility (trash, clean/wipe tables, etc.) . All WSWH rentals are required to pay \$100 cleaning/damage/key deposit fee.
6. Payment of the rental fee acknowledges receipt of these rules and regulations on behalf of the assigned group.
7. CWCC Renters who request rentals within 72 hours of rental date may be responsible for set up of the space (this excludes the CWCC auditorium).
8. If rental group is an organization working with youth all state rules are required to be followed (background checks, training etc.)
9. Smoking, vaping and use of other tobacco products is prohibited inside and outside all recreation facilities. No open flames are allowed.
10. Alcoholic beverages are prohibited at the West Street Ward House, Green Street Community Center and the Merrimack Lodge at White Park.
11. Adult events (ages 21+) held at the City-Wide Community Center are allowed to serve alcohol by a licensed vendor and with a special permit. Please plan on 30+ days for review. No BYOB, alcohol must be serviced by a licensed vendor. Alcohol permits are not issued if youth events are being held at the center.
12. The City of Concord is not responsible for any lost, stolen or damaged property.
13. Organized groups/leagues requesting a permit shall provide a certificate of liability insurance endorsed to the City as an additional insured.

(Over)

14. Users are billed extra if their event requires special clean up, equipment, or use of City personnel beyond regular working hours. The Department also reserves the option to require an additional employee or police officer (additional charge) at events.
15. If your event warrants use of a sound system, please be considerate of people that reside within hearing distance. The City requires music suitable for a public facility and follow the city's code of ordinance for noise levels and time allowed.
16. The City reserves the right to enter the building, room(s), during a permit user reserved time to perform necessary maintenance tasks, repairs or for observation of the facility. City staff attempts to do routine maintenance when the building is not in use, however, this is not always possible.
17. The City of Concord has priority use and reserves the right to cancel any permit granted.
18. It is the permit holder's responsibility to supervise all guests and ensure they remain in designated rental area. The renter will be held liable for the actions of anyone in their group including damages or loses caused during the rental.
19. All furniture, equipment, and decorations should be detailed in the request and approved in advance. Only painter's tape is approved for hanging decorations. Also, the use of confetti is prohibited at all indoor and outdoor locations.
20. Only athletic non-marking soled shoes are permitted in the gym and exercise rooms at the City-Wide Community center and Green Street Community Center Gym.
21. Shoes are required when entering indoor facilities and cleats are not allowed to be worn inside.
22. No swearing or running in hallways and other public spaces.
23. Parents/Guardians are required to activity supervise their children at all times i.e. keep within eye sight, no running in hallways, no bad words, not climbing on furniture and their generally good behavior etc.
25. The City of Concord does not allow bounce-houses or any inflatable structure in the Parks.
24. All City of Concord Ordinances must also be followed:
https://library.municode.com/nh/concord/codes/code_of_ordinances
25. Failure to follow the rules or staying past rental time indicated on permit may result in not being able to rent any of our facilities in the future.

When you arrive or during your rental if you have a building issues please follow process below:

Please report "serious" maintenance needs (broken windows, doors that don't lock, broken water pipes, no heat, etc.) immediately to main Parks and Recreation Office at 603-225-8690, Monday – Friday, 8 am – 4:30 pm. For the West Street Ward House from 4:30 pm – 11:00 pm Monday - Friday please call 603-931-0023 - enter the number you wish to be called back at. On weekends for WSWH please call 603-931-0515 to report service needs.

For Green Street Community Center Gym and City-Wide Community Center please notify staff on-site.