

## **REGULATIONS GOVERNING USE OF THE SEARLES CHAPEL AND SCHOOL:**

The Town of Windham has made the Searles Chapel available to recognized, responsible individuals, organizations and businesses for educational, recreational, civic and cultural activities subject to the following regulations:

- A) Permission to use the Searles Chapel shall be granted only with the full understanding that Renters will assume full responsibility and will reimburse the Town of Windham for any damage to the building or contents resulting from such use.
- B) A security deposit of \$100.00 (One Hundred Dollars) is required one week before the rental date. The Town will deduct from the security deposit any costs for repair or cleaning which result from the use, ordinary wear and tear excluded. The security deposit will be returned by the Town after a satisfactory inspection of the building.
- C) Fees for rental of the Searles Chapel shall be at the rate set by the Board of Selectmen as shown on the attached Table of Rental Fees for the Searles Chapel. A non-refundable deposit of one half of the rental fee is required in order to reserve the building. The balance of the fee is required one week before the rental date.
- D) The rental fee charged includes the cost of an employee or agent of the Town who shall be present during all hours of use. This "Designated Town Representative" will be responsible for opening and securing the facility, overseeing the use and enforcing compliance with the Rental Contract and these Regulations.
- E) SMOKING IS PROHIBITED ANYWHERE IN THE BUILDING. Anyone smoking outside the building must do so only at the back center entrance, and must use the receptacles provided for disposal. Use of open flame in the building is prohibited except with the express written permission of the Designated Town Representative.
- F) All users of the building must conform with the occupancy regulation established by the Windham Planning and Development Department and the Windham Fire Department as shown on the attached Table of Occupancy Limits.
- G) The sale of alcoholic beverages and "set-ups" for alcoholic beverages are prohibited. Private parties serving alcoholic beverages are responsible for the service and for following all state and local regulations pertaining to such service. Renters assume all liability resulting from the service of alcoholic beverages.
- H) Equipment and flower delivery and pick-up, and food service arrangements must be approved and scheduled by the Designated Town Representative.
- I) Any person or group using the building is responsible for placing all rubbish and recyclables in the appropriate containers provided. The Searles Chapel must be left in the same clean condition in which it was found.

- J) The use of tacks, tape, nails and the like on walls, floors and furnishings throughout the building is strictly prohibited. Balloons are not to be tied to the wall sconces and/or chandeliers.
- K) Violations of these regulations will result in denial of further use of the building by the individual or organization.
- L) The lift is to be used to transport people in need of the lift only, (e.g. persons in wheelchairs or other persons with disabilities). Maximum weight load is 450 lbs. The lift may absolutely not be used to move chairs, furniture and equipment.
- M) Guests are not permitted to throw rice, bird seed, or confetti either inside or outside the building.
- N) The phone number for the Searles Chapel is (603) 890-6259. The phone is available for use for local or credit card calls.
- O) Use of temporary electrical equipment must be coordinated with the Designated Town Representative, (e.g coffee pots, audiovisual equipment, flood lights).
- P) The Windham Board of Selectmen reserve the right, for cause shown, to make special regulations and/or waive any portion of the regulations relating to the use of the building for a specific function.
- Q) Non-profit Town groups will be allowed to use the Searles Building, with prior written approval of the Board of Selectmen, provided it is not being used by either a governmental department or being rented to a private, fee paying individual or group. When a non-profit Town group uses the building, the fee charged will be only the cost to cover the expenses of the Designated Town Representative to handle the non-profit function inclusive of the time to show the building, set up time and being present during its use.

**Adopted by the Board of Selectmen - March 3, 1997**

**Elizabeth A. Dunn**  
**Ralph R. Williams**  
**Douglass L. Barker**  
**Charles E. McMahon**  
**Carolyn B. Webber**  
Board of Selectmen

**Re-codified and affirmed by the Board of Selectmen - May 11, 1998**

**Charles E. McMahon**  
**Douglass L. Barker**  
**Carolyn B. Webber**  
**Margaret M. Crisler**  
**Galen A. Stearns**  
Board of Selectmen

**TABLE OF RENTAL FEES**

- ⇒ Town Non-Profit Groups .....\$ 25.00/hour  
..... no minimum
- ⇒ Resident’s Private Function ..... \$200.00/room (3 hrs.)  
..... \$ 50.00/hr each add’l hr.
- ⇒ Non-resident or Commercial Function ..... \$400.00/room (3 hrs.)  
..... \$150.00/hr. each add’l hr.

For beyond six (6) rental hours, Renter may apply to the Board of Selectmen for a negotiated fee per hour, for cause shown, under the attached Regulations.

**TABLE OF OCCUPANCY LIMITS\***

- ⇒ Left side “Chapel” Room ..... 80 - 100 persons, max
- ⇒ Right side “School” Room ..... 120 - 150 persons, max

\*Subject to change upon further renovation of the building.