

**GYMNASIUM RENTAL  
APPLICATION**



**Office Use Only**

Today's Date \_\_\_\_\_ CK# \_\_\_\_\_

Initials \_\_\_\_\_ Amount Paid \_\_\_\_\_

**GYMNASIUM RENTAL CONDITIONS**

1. We require a notice of 30 days prior to cancellation of rentals. If cancellation is requested less than 30 days from the date of rental, the rental fee will not be refunded.
2. A Certificate of Insurance must be obtained prior to rental. This can be obtained through homeowners or renters' insurance.
3. Smoking and alcoholic beverages are prohibited in the facility as well as on the grounds of the Penacook Community Center, Inc..
4. Capacity is not to exceed 150 persons.
5. The presence of a police officer is required if the group exceeds 80 people, or at the discretion of PCC.
6. All trash is to be removed from the premises.
7. All furniture must be returned to its original location. Do not drag furniture across the floor. Do not block any doors with any items.
8. Property must be cleaned immediately following the event. Floors must be swept prior to departure. Under no circumstance will you be allowed to clean at a later date.
9. Doors and windows are NOT to be opened when the heat is turned on. When the heat is turned off, do not use "wedging devices" to hold doors open.
10. All decorations and tape must be removed.
11. All furniture which the renter, caterer, or anyone else moves onto the property must be removed the same day.
12. All lights must be turned off as well as all doors and windows secured prior to departure.
13. "Pre" and "post" inspections of the rented facility will be conducted by PCC staff.
14. All keys must be returned to the Business Office the next business day.
15. Costs to repair any damaged property will come from the security deposit.

**RENTAL FEES**

\$50.00 per hour for Members, \$75.00 per hour for Non-Members

*We require a \$75.00 deposit with contract and proof of insurance coverage.*

I have read and understand the above instructions. I further understand that failure to comply with these instructions may result in the loss of my security deposit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## GYMNASIUM RENTAL INFORMATION FORM

### PERSONAL

Renter's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Organization/Affiliation: \_\_\_\_\_

Reason for Rental: \_\_\_\_\_

Dates of Rental: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Cost of Rental: \_\_\_\_\_

### LIABILITY INSURANCE

Insurance Obtained From: \_\_\_\_\_

Date Insurance was Obtained: \_\_\_\_\_

Date Proof of Insurance was Sent to PCC: \_\_\_\_\_

*I/We release the Penacook Community Center, Inc. and its employees from any responsibility or liability of any kind in the event of injury, damage, or harm of any kind to any person or equipment involved in the activity. **Further, I/we agree to provide a Certificate of Insurance to prove adequate liability insurance naming PCC as additional insured for the date of rental.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_