

TOWN OF TROY, NH RECREATION DEPARTMENT

603-313-2243 troytownrec@gmail.com

Information, Rules, Policies, Procedures and Applications

For use of the

Samuel E. Paul Recreation Center

61 South Street, Troy, New Hampshire 03465

Rev. 07.03.15

Please read carefully. The signee is responsible for all attendees.

Information and Rules for the Samuel E. Paul Recreation Center

- 1. Location, Hours and Capacity:** The Samuel E. Paul Recreation Center is located at 61 South Street, Troy, New Hampshire 03465 and is owned by the Town of Troy and operated by the Town of Troy Recreation Department (TRD). The building may be used from the hours of 8am to 10pm, provided that all attendees have left and the parking lot is empty by 10pm. The building has a capacity of 125 occupants with chairs and tables and 225 occupants with chairs only. The facility has 127 chairs, (11) 8' rectangular tables and (8) 5' round tables. The building has a built-in divider and can be used as two (2) separate rooms.
- 2. Scheduling and Renting:** The TRD Director (or his/her designee) is responsible for scheduling all use of the Recreation Center. All scheduling will be on a first come first served basis with TRD sponsored activities and events taking precedence over all other requests for usage. All requests for use must be made in advance through the TRD Director and must be accompanied by a Rental Agreement or a Facilities User Permit and all other required payments and documentation.
- 3. Telephone:** The telephone number to the Recreation Center is 603-242-3454. It is for local or emergency use only, but for safety purposes it is the responsibility of the user group to have a working cell phone available for emergency use.
- 4. Electronics and Lighting:** The facility has (2) 8' projector screens with a DVD player, Chromecast, USB and HDMI hookup capability. There are also (2) flat screen TVs available for use. Anyone wishing to use the electronics must be approved by the TRD Director. Lights for the building must be put on and off as directed by the Director prior to the use of the building.
- 5. Appliances and Kitchen Use:** Our 2 pot coffee maker and refrigerator are free to use during the event. They must be cleaned (if necessary) and left in the state they were found. Additional appliances include a gas range, stove and cooktop and a microwave. Use of the kitchen to cook or prepare food using our additional appliances and/or utensils is optional and requires an additional fee.
- 6. Cleaning Supplies:** Basic cleaning supplies (broom, mop, sponges, soap, etc.) will be available for use in clean-up for no charge.