

Rental & Usage Policies and Procedures for the Samuel E. Paul Recreation Center

- 11. **Damages and Injuries:** All injuries, incidents, or damage including vandalism and theft, must be reported to the Town of Troy Recreation Director immediately. If accidental damage to the property occurs while you are using the facility, it must be reported to the Town of Troy Recreation Director immediately.
- 12. **Clean-up:** The user shall properly clean the area after use, including all usage areas. Check for lost and found items before leaving. Do not leave any materials or equipment out including borrowed equipment. The facility must be left in the same or better condition than you found it. You are responsible for the clean-up and removal of all rubbish accumulated during your function. Put all rubbish bags in the rubbish container outside the building. Tables and chairs must be cleaned after use be properly stored. At the sole discretion of the Town of Troy, if a cleanup is necessary in addition to the normal cleanup after events you may be charged additional fees.
- 13. **Cancelations:** If a renter cancels within 14 days of the scheduled event they will be refunded 100% of their security deposit. Any cancellations after the 14 days will result in no refund of the security deposit. The Town Selectmen, TRD Director or his/her designee may cancel the scheduled event without liability when, in their judgment, cancellation is necessary due to inclement weather or any other safety related reason. The TRD Director reserves the right for just cause to cancel or deny use of the facility to anyone at any time at his/her discretion. All deposits and fees will be returned if this occurs.
- 14. **User Liability:** The person in charge of this event/activity is fully responsible for making sure that all rules, policies and procedures laid out in this document are followed. This person is financially responsible for damages that occur as a direct result of their event/activity, as well as being directly responsible for the proper supervision and actions of the participants, and for a satisfactory clean-up and lock-up of the facility. Any activity in violation of these rules, policies and procedures, Town Ordinances, or NH State Law, is prohibited and will result in forfeiture of existing permits and denial of future use for the designated user, group or organization.

All programs and the Recreation Center of the Town of Troy Recreation Department are open to all citizens regardless of age, sex, sexual orientation, race, creed, color, marital status, familial status, physical or mental disability or national origin.

I have read and understand all the rules and Regulations of the Troy Recreation Department
Please Initial _____