

## Rochester Community Center Facility Request Form

Office Only	
Fee: _____	Deposit: _____
Cash: _____	Check #: _____
Certificate of Insurance: _____	

Phone: (603) 332-4120

150 Wakefield Street, Rochester, NH 03867

Fax: (603) 335-7573

Name of Group/Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Date of Event/Meeting: \_\_\_\_\_ One time: \_\_\_\_\_ Weekly: \_\_\_\_\_ Monthly: \_\_\_\_\_

Space: Gym - # of Courts: \_\_\_\_\_ Conference Room 1 \_\_\_\_\_ Conference Room 2 \_\_\_\_\_  
 Community Room \_\_\_\_\_ Hallway \_\_\_\_\_ Outside \_\_\_\_\_ Arena Conf Room \_\_\_\_\_  
 Arena Roller Skating \_\_\_\_\_ Other \_\_\_\_\_

Time in: \_\_\_\_\_ Time out: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Approx. # of people-Adults \_\_\_\_\_ Youth \_\_\_\_\_

Equipment Needs: PA System \_\_\_\_\_ Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_ Scoreboards # \_\_\_\_\_ Other: \_\_\_\_\_

Non-profit \_\_\_\_\_ Tax ID # \_\_\_\_\_ Rochester based:  Yes  No

Purpose: \_\_\_\_\_

Notes: \_\_\_\_\_

- Please note that we may not always be able to accommodate your equipment needs. Double check prior to your event.
- Groups are responsible for set up and clean up of room. Garbage should be placed in the dumpster located in the back of the building. If the room is not cleaned, groups will be charged a \$25 fee.
- Groups are responsible for the conduct of participants. Children need to be supervised at all times.
- The use of alcohol is prohibited. Smoking is permitted only in designated outside area at north end of building.
- Events/meetings must end by 8:45pm unless prior arrangements have been made. A \$25 fee will be charged if people are not out of the building by 9:00pm.

\_\_\_\_\_  
Signature of Responsible Party Using Facility

\_\_\_\_\_  
Date

Room Rental Rate Per Hour		
	<u>Rochester Groups</u>	<u>Non Rochester Groups</u>
Gym	\$35/ court \$50/ gym	\$45/ court \$90/ gym
Community Room	\$40	\$60
Small Meeting Rooms	\$20	\$30
Arena Conf Room	\$40 per event	\$40 per event

Major events may be priced on an individual basis.