

RWB COMMUNITY CENTER RENTAL POLICY (24OCT25)

HPR may allow outside groups to use community center facilities for the purpose of running programs, meetings, etc. as long as those activities have insurance coverage which adheres to town policy. Those using HPR facilities will be assessed a rental fee.

A. PHILOSOPHY & PRIORITY

1. The RWB Community Center and grounds serve as a community facility to be used primarily for Hanover Parks & Recreation sponsored recreation programs. The RWB and its grounds are also available for general community use for such functions as meetings or special events sponsored by private, for-profit or non-profit groups when not in conflict with the primary uses of the facility. Additionally, Hanover's parks and other recreation facilities are available for similarly prioritized use.
2. Priority for use of the RWB or other HPR recreation facilities will follow the order listed below. Any long-term space reservations shall be considered but not assured.
 - a. HPR programs and activities.
 - b. Any department or agency of the Town of Hanover.
 - c. Individuals/Groups/Businesses/Service Providers renting space.
 - d. Hanover based non-profit educational, cultural, or civic organizations.
 1. If a non-profit organization is requesting a free/reduced rate they must submit 501c3 non-profit status paperwork.
 - e. Other organizations at the discretion of the HPR Director.
3. [All rental requests must be done online.](#)
 - a. Rental requests by organizations must be made under the organization's account and not under an individual personal account.
 - b. Rental requests must be requested & approved at least seven (7) business days before the event takes place.
 - c. Rental requests will be accepted a maximum of 6 months prior to the date requested.
 - d. Non-profit organizations are limited to one rental per month.
 1. A special event may be authorized as an additional monthly use.
 2. Special events cannot be on an ongoing monthly basis.
 - e. No reservations will be held or booked until the online application is completed and approved by the RWB Program Manager.
 - f. Future rentals will not be accepted if outstanding balances are due.
4. RWB rentals shall not be used to run programs that sell items for profit unless authorized by the Town Manager.
5. Permission for groups composed of minors (under 21 years of age) to use the RWB will be granted only to adults who accept responsibility for supervising them inside and outside the building throughout their rental period.
6. The HPR Director or his designee reserves the right to cancel or suspend, at his/her discretion, any activity which disregards the RWB rules and regulations and/or eject any participant engaging in disruptive, destructive, unruly, or illegal behavior/conduct.
7. This applies to casual everyday use as well as when space is reserved for a specific program. The expectation of formal and casual users alike is that this community resource be respected and should be left the way the user finds it.

- B. **Key Pick Up & Walkthrough:** All renters are required to coordinate with the RWB Program Manager a day & time to pick up a key and conduct a walkthrough of the facility during HPR regular office hours prior to their rental date.
- C. **Security Deposit:** We require a 50% deposit at time of reservation. If not paid within 24 hours, the reservation will not be held.
- D. **Payment:** Full payment of your reservation fee must be made 10 business days (Monday-Friday) prior to your reservation date. If full payment is not received before 10 business days of your reservation date, your reservation will be cancelled, and you forfeit your security deposit.
- E. **Cancellation Policy:**
RENTER: If you cancel the reservation before 10 business days (Monday-Friday) prior to your reservation date, you will receive a refund in accordance with our Refund Policy. If you cancel the reservation within 10 business days of your reservation date, no refund will be issued unless there are extenuating circumstances.
TOWN OF HANOVER: The Town of Hanover reserves the right to cancel rental reservations for the following reasons: Emergency Management Operations, Severe Weather Events, Scheduling Issues, & Building Safety Issues. If the Town does cancel your rental reservation a full refund will be issued for the cancellation.
- F. **Damage Fee:** If damage occurs as a result of your rental (as determined by our closed-circuit security system) a \$250 fee will be assessed to your account.
- G. **Cleaning Fee:** If additional staff cleaning is required as a result of your rental a \$250 fee will be assessed to your account.
- H. **ZERO TOLERANCE AT RWB COMMUNITY CENTER:** As per town policy, use of alcohol, drugs, tobacco and smokeless products, or other illegal substances is forbidden. Use of such will result in immediate suspension of violator(s). Anyone suspected of drinking, using drugs or exhibiting behavior considered inappropriate by staff or HPR representatives and comes to the RWB will be asked to leave immediately. A penalty or suspension may be applied. In addition, as noted by town of Hanover policy, smoking is prohibited in all town buildings, all town grounds, enclosed places of public access and within 25 feet of any public building exterior entrance/exit.
- I. **INSURANCE:** Depending upon the nature of the proposed use and as a precondition of using the Center or any other Town of Hanover recreation facilities for such purpose, the Town of Hanover may require that the user shall name the Town as an additional insured on its liability insurance policy or policies and provide the Town with certificates of such insurance. Required coverage amounts shall be a minimum of \$2,000,000 per occurrence. However, if the organization is waived by the Town Manager, then such insurance shall not be required. Waiver forms or certificates of liability binders **MUST** be completed and on file with the Recreation Department before using the facility. All fees must be paid at this time.