



# Rockingham County, New Hampshire

**Policy Title:** Rockingham County Complex Facility Use Policy and License Agreement Form

**Effective Date:** August 10, 2023

**Revision Date:** November 9, 2023

**References:**

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**Purpose:** Rockingham County provides space for meetings in various venues within the County complex. To ensure meeting spaces are available to all members of the community and to ensure they remain clean and functional, the following policy will govern the use of meeting space. The term *Licensee* refers to the organization requesting the usage of meeting space.

Available meeting space in the Rockingham County Complex are as follows:

Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH 03833

1. Hilton Auditorium (capacity 160)

\*\* Additional meeting space and capacity will be identified upon completion of the new building.

**Nature of Permission:**

Approval shall be for a freely revocable temporary License to use the defined premises. The License may be terminated by the County at any time in its sole discretion. The License is subject to terms and conditions set forth herein, and any other lawful conditions as may be imposed by the County in its discretion.

**Policy:**

Who can utilize meeting spaces in the Rockingham County Complex

Meeting space is primarily available for Rockingham County employee committees, Board of Commissioners, Delegation, sponsored/co-sponsored meetings, programs and events. However, community groups or organizations can use available identified meeting spaces upon request and availability. Businesses may use meeting spaces for not-for-profit activities.

Prohibited items in meeting spaces:

Alcoholic beverages	Illegal substances
Candles, open flames, sterno	Pets (unless certified support animal)
Hazardous material, gasoline	Non-UL listed electrical items
Firearms, fireworks, weapons	Non-commercial grade appliances
Cigarettes, E-Cigarettes; Nicotine Products	

\*\* The above listing is not all inclusive and other items are subject to approval. For further information please contact the County Complex at 603.679.5335.

Room setup and break down:

Environmental Services will set up tables and chairs. Audio/visual equipment is available upon request.

It is the responsibility of the sponsored organization to provide a diagram/explanation of the room configuration set up three (3) days prior to the event. No items will be stored prior to or after usage time. All items must be removed at the conclusion of the event. Rockingham County is not responsible for items left behind or damaged. Any missing County equipment or supplies or damage will be the financial responsibility of Licensee at replacement cost value or repair value, whichever is deemed fair and appropriate in the County's discretion.

Licensee's responsibilities:

All Rockingham County Complex policies must be followed.

Licensee agrees that it will not use the premises for any unlawful purpose, or for any purpose contrary to the philosophy of public service, community support and outreach, care and respect of the citizens we serve.

Licensee is responsible to follow all fire alarm instructions and codes. Exits must remain clear at all times. Decorations must meet the requirements of Life Safety Code. For further information on Life Safety Codes, please inquire when making reservations. Room capacity (identified above) will not be exceeded at any time.

A Certificate of Insurance must be provided for organizations outside of the Rockingham County Complex. The Certificate will provide for a minimum of \$1,000,000 of liability coverage for the use of the premises and shall name Rockingham County as additional insured for claims arising out of Licensee's use of the premises.

Licensee must follow infection control protocols (i.e., COVID-19) to enter the building.

Licensee is responsible for the behavior of all guests utilizing the assigned meeting space.

Licensee will contact sponsored organization with any scheduling issues or curtailed operations announcements.

Licensee will contact the Rockingham County Complex scheduler if cancellation is necessary within 24 hours.

Space must be restored to its original condition and vacated at the end of the allotted usage time. Service fees/repairs/replacement costs will be assessed as noted above, and shall be paid in a timely manner not to exceed sixty days.

Licensee will remain in reserved meeting space only and will not enter other areas of the complex.

Licensee agrees that the meeting space will not be utilized for discussion that encourages or promotes violence against or physical injury to individuals, groups of individuals or facilities.

Licensee its staff, representatives, volunteers and guests shall abide by applicable law, and behave in a safe manner.

Rockingham County will terminate any License to use premises which it deems unsafe, unlawful or a violation of Rockingham County policies.

Rockingham County Complex responsibilities:

Tables and chairs will be set up and meeting space will be available at the arranged scheduled time.

If there is a fire or evacuation, directions will be provided by the Administrator, Manager of Quality Assurance and Risk Management, Facilities Operations personnel or Brentwood Fire or Police Department or any other responsible official.

Rockingham County IT staff will be responsible for set up, operation, and shut down of the County's audio/visual equipment.

Cost:

\$75 non-refundable License fee for the utilization of meeting space to defray the cost of meeting space, including set up and cleaning. Civic and Nonprofit organizations may request a waiver of the room fee by the Board of Commissioners. No cash or credit cards accepted. Checks or Money Orders must be made to Rockingham County.

\$55 non-refundable License fee for the use of A/V equipment and County staff member to set up prior to the event, oversee operation during the event, and shut down equipment after the event. No cash or credit cards accepted. Checks or Money Orders must be made to Rockingham County.

**Indemnification:**

Licensee shall fully defend with acceptable legal counsel and indemnify Rockingham County against all third party claims, demands, settlements, verdicts, awards and judgments for monetary damages and any other relief arising from incidents and accidents occurring during the Licensee's use of County premises.

**Procedure:**

Request for meeting space:

All requests for meeting space will require the Licensees to complete the Licensee Agreement Form on the County's website. Email inquiries should be directed to: [lmattila@co.rockingham.nh.us](mailto:lmattila@co.rockingham.nh.us). Meeting space will be confirmed for the requested date(s). All submitted requests will be presented to the Board of Commissioners for consideration at their next regularly scheduled meeting following the submission of the request.

Notification of Approval/Denial:

Upon decision of the Board of Commissioners, the Senior Executive Assistant to the Board of Commissioners will notify the Executive Assistant to the Senior Director to Long Term Care Services of the outcome for them to communicate to the Licensee and finalize reservation details if warranted.

Reserving meeting space:

Meeting space is reserved on a first-come, first-served basis at least 14 business days prior to reservation date and time. However, Rockingham County reserves the right to acquire the space for unanticipated meeting date changes. All parties involved will be notified of the change and an alternative date will be offered.

To Gain Access to the Reserved Meeting Spaces:

For access to the Hilton Auditorium, guests can enter via the Hilton Entrance door at the rear of the Rockingham County Rehabilitation and Nursing Center.

Parking:

Guests should park in the designated main area of the parking lot behind the Rockingham County Rehabilitation and Nursing Center. Denoted "Guest Parking" spots are reserved for resident family parking only.

Contact while in building:

The main reception desk should be notified of any electrical issues, spills, questions or concerns by dialing "0" from the accessible phone in each meeting space.

While utilizing meeting space at Rockingham County, any questions should be directed to the main reception area at the following number 603.679.5335 or internally by dialing "0".

**License Agreement Form:**

A duly authorized representative of Licensee must complete the information below and sign this document to apply for approval and indicate agreement with the applicable terms and conditions set forth above. The License Agreement must be approved and signed by the County to establish permission in the form of a License to use the subject premises. Please allow fourteen (14) business days for submission processing. If request is approved, submission of payment is due one week prior to event by mailing to the attention of Rockingham County Long Term Care Services, Attention Administration Office, 117 North Road, Brentwood, NH 03833

Date of Requested Use: \_\_\_\_\_

Event Start and End Time: \_\_\_\_\_

Name of Licensee Organization: \_\_\_\_\_

Licensee's Contact Number: \_\_\_\_\_

Licensee's Email Address: \_\_\_\_\_

IT/AV Services Required: Yes \_\_\_\_\_ No \_\_\_\_\_ (IT/AV Fee is \$55.00 non-refundable per event)

Licensee's Representative Printed Name: \_\_\_\_\_

Signature of Licensee's Representative: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

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For Internal Use Only

Approved: \_\_\_\_\_ / Denied: \_\_\_\_\_

\$75.00 Room Fee Waived: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Clerk

Date of Signatures: \_\_\_\_\_