

Whitney Community Center – Request for Use

NOTE: This form is good for a 3 month period. If your event is a weekly occurrence, year round, you will need to fill out a *Request for Use* form every 3 months. It is your responsibility to renew.

Today's date _____
 Name of Organization _____
 Contact person _____
 Phone _____ email _____

Day	Date	Start Time of Event	End Time of Event	Time Building to be Opened	Time building to be Closed	Additional Notes

Type of Activity _____
 Expected Number of participants? _____
 Will food be served? _____
 Will Admission be charged? _____ If Yes, then how much? _____
 Is this event a fundraiser? _____ Is this a "For-profit" event? _____
 Will a Key Holder be present? _____ If Yes, Name of Key Holder _____
 Room Requested: _____ Multi-Purpose (Large room) _____ Kitchen _____ Art Room _____ Small Conference Room
 Type of Set-up required:
 Number of Chairs _____ Number of Tables _____
 Audio/Visual or other equipment _____

Applicable fees **NOTE:** *If NO Key Holder present, add \$30 / hour for events occurring on weekends, holidays or after 8 pm on weekdays.*

Major event in the Multi-Purpose room involving more than 25 people, 2 hours or more, chairs and tables used, food being served (ex. wedding, potluck supper, etc.) **Base fee \$90 + \$5/hour usage fee**

General presentation in the Multi-Purpose room involving more than 25 people, requiring chairs, no food (ex. talk/lecture/meeting) **Base fee \$55 + \$5/hour usage fee**

Workshop –Multi-purpose room, chairs and tables, food and/or materials used (i.e. craft projects) **Base fee \$50 + \$5/hour usage fee**

Small meeting/class – Multi-purpose room, chairs and tables, no food or materials used **Base fee \$30 + \$5/hour usage fee**

Small meeting/class – Art room **Base fee \$20 + \$5/hour usage fee**

Recurring class (for example Yoga, Zumba) – No set up, no food or materials **\$5/class**

Conference room small meeting **No charge** **Use of Kitchen add \$25/event**

Non-profit or community organizations may request underwriting of the fees from the Friends of the Whitney Community Center. Contact Tish Hanlon at tishhanlon@gmail.com.

I hereby understand that I am responsible and liable for any damages that may occur to either the building or the grounds from the above activity. Any damage that I notice prior to our use will be reported to the Events Coordinator or JGS Maintenance. Restitution will be made to ensure the continuance of the use of the facility. I have read, understand, and agree to the terms and costs associated with use of the Whitney Community Center as outlined on the Guidelines for Use of the WCC and Jackson School District Rental Charges for the WCC.

Signing this form acknowledges that you have read and understood the guidelines.

Person(s) Responsible for Activity _____

Mailing Address: _____

Daytime Phone _____ Email Address _____

*****For-profit classes that involve physical activity must provide a copy of their certificate of insurance*****

Please return this form, and \$50% deposit, to:

Jackson Grammar School
 Attn: Whitney Center Use
 PO Box 809
 Jackson, NH 03846

Please direct questions to Susan Ross-Parent at Jackson Grammar School, 383-6861, 9AM-3:30PM .

PLEASE NOTE THAT THE SPACE WILL NOT BE RESERVED ON THE CALENDAR UNTIL APPROVED. The event can at times be preempted by a school function and or a town/community emergency. (Last minute school event, snow storm, community housing needs, just to name a few.)

OFFICE USE ONLY:

Approved By _____ Date _____

Invoice sent _____ FWCC-hosted event? _____

Event type	Major event	General presentation	Workshop with food or materials	Meeting no food or materials	Art Room	Recurring class
Base fee	\$90	\$55	\$50	\$30	\$20	\$5/class
No. hours of event						(No. classes)
No. Hours X \$5						
Key holder?						
No key holder + Non-custodian = No. Hours X \$30						
Kitchen for cooking +\$25						
TOTAL FEE						

