

REGULATIONS GOVERNING USE OF THE SEARLES CHAPEL AND SCHOOL:

The Town of Windham has made the Searles Chapel available to recognized, responsible individuals, organizations and businesses for educational, recreational, civic and cultural activities subject to the following regulations:

- A) Permission to use the Searles Chapel shall be granted only with the full understanding that Renters will assume full responsibility and will reimburse the Town of Windham for any damage to the building or contents resulting from such use.
- B) A security deposit of \$100.00 (One Hundred Dollars) is required one week before the rental date. The Town will deduct from the security deposit any costs for repair or cleaning which result from the use, ordinary wear and tear excluded. The security deposit will be returned by the Town's Representative after a satisfactory inspection of the building.
- C) Fees for rental of the Searles Chapel shall be at the rate set by the Board of Selectmen as shown on the attached Table of Rental Fees for the Searles Chapel. In order to reserve the building, a non-refundable deposit of one half of the rental fee is required at the time the contract is signed. The balance of the fee is required one week before the rental date.
- D) This "Designated Town Representative" will be responsible for opening and securing the facility, overseeing the use and enforcing compliance with the Rental Contract and these Regulations. The rental fee charged includes the cost of for the Designated Town Representative to be present during all hours of use, if required, as prescribed in the Representative's employment contract with the Town.
- E) SMOKING IS PROHIBITED ANYWHERE IN THE BUILDING. Anyone smoking outside the building must do so only at the back center entrance, and must use the receptacles provided for disposal. Use of open flame in the building is prohibited except with the express written permission of the Designated Town Representative. "Fog machines" are expressly prohibited. At the Designated Town Representative's discretion, additional written permission may be requested from the Windham Fire Department.
- F) All users of the building must conform with the occupancy regulation established by the Windham Fire Department.
- G) The sale of alcoholic beverages and "set-ups" for alcoholic beverages are prohibited. Private parties serving alcoholic beverages are responsible for the service and for following all state and local regulations pertaining to such service. Per such regulations, a copy of the renter's liability insurance shall be provided to the Town, as applicable. Renters assume all liability resulting from the service of alcoholic beverages.
- H) Equipment and flower delivery and pick-up, and food service arrangements must be approved and scheduled by the Designated Town Representative.

- I) Any person or group using the building is responsible for placing all rubbish and recyclables in the appropriate containers provided. The Searles Chapel must be left in the same clean condition in which it was found.
- J) The use of tacks, tape, nails and the like on walls, floors and furnishings throughout the building is strictly prohibited. Balloons are not to be tied to the wall sconces and/or chandeliers.
- K) Violations of these regulations will result in denial of further use of the building by the individual or organization.
- L) The lift is to be used to transport people in need of the lift only, (e.g. persons in wheelchairs or other persons with disabilities). Maximum weight load is 450 lbs. The lift may absolutely not be used to move chairs, furniture and equipment.
- M) Guests are not permitted to throw rice, bird seed, or confetti either inside or outside the building.
- N) The phone number for the Searles Chapel is (603) 890-6259. The phone is available for use for local or credit card calls.
- O) Use of temporary electrical equipment must be coordinated with the Designated Town Representative, (e.g audiovisual equipment, flood lights).
- P) The Windham Board of Selectmen reserve the right, for cause shown, to make special regulations and/or waive any portion of the regulations relating to the use of the building for a specific function or on-going rental programs.
- Q) On-going Rental Programs: Mutually advantageous, long-term rentals on a regular basis under the following conditions:
 - 1) The proposed long-term rental must be reviewed by and receive the support of the Historic Committee and Board of Selectmen.
 - 2) Any proposal seeking consideration for a special fee arrangement must show that:
 - a. Rental income will exceed the cost of utilities, set up, clean up, opening and closing by staff, and wear and tear and maintenance for the facility, in addition to providing some income to Searles School and Chapel.
 - b. The user provides events or services that are deemed an overall benefit to the Townspeople of Windham.
 - c. The use maintains high standards of operation and is not inconsistent with the long term restoration of the building.
 - 3) Any contract for the use of the Searles Building entered into as part of this section, must state or contain the following information:
 - a. The anticipated use of the building.
 - b. The anticipated wear and tear experienced by the events.
 - c. The required set up and accommodations needed, if any.
 - d. A schedule of expected dates and hours of ongoing events.
 - e. The number expected to attend said events.
 - f. The expected maintenance level to be provided by the Town of Windham.

- g. A list of any exceptions to the above criteria which must be agreed upon by the Historic Committee and Board of Selectmen.
- h. An agreement to delay or defer any regularly scheduled event/program in the interest of allowing for the maximization of income during optimal rental periods.
- i. A termination clause allowing either party to cancel the contract for non-compliance; or if the events or arrangements do not continue to meet the above criteria.

R) Attachment A of this policy addresses groups that shall be allowed to use the Searles Chapel for regular meetings, free of charge. These meetings shall be coordinated through the Designated Town Representative and shall not take priority over standard, income-producing rentals Functions or events held by these groups shall be considered rentals and billed at the Non-Profit rental rate. Attachment A shall be maintained as an attachment to these regulations and the Board of Selectmen may add or delete names from this list from time to time.

Adopted by the Board of Selectmen - March 3, 1997

Elizabeth A. Dunn
Ralph R. Williams
Douglass L. Barker
Charles E. McMahon
Carolyn B. Webber
Board of Selectmen

Re-codified and affirmed by the Board of Selectmen - May 11, 1998

Charles E. McMahon
Douglass L. Barker
Carolyn B. Webber
Margaret M. Crisler
Galen A. Stearns
Board of Selectmen

Amended by the Board of Selectmen – August 22, 2011 and December 29, 2011

Ross McLeod
Bruce Breton
Roger Hohenberger
Kathleen DiFruscia
Phil LoChiatto
Board of Selectmen

ATTACHMENT A*Updated December 5, 2011*

Subject to addition/deletion by the Board of Selectmen, any Department, Board, Committee or Commission established by Town Meeting, State Statute or the Board of Selectmen, or any sub-committee thereof, shall be allowed to utilize the Searles facility at **no charge** for regular meetings.

Subject to addition/deletion by the Board of Selectmen, certain non-governmental Town groups shall be allowed to utilize the Searles facility at no charge, in accordance with Section R of the "Regulations Governing Use of the Searles Chapel and School". Working with the Designated Town Representative, groups requesting use of the building for no charge shall submit a written request to the Board of Selectmen for consideration. Windham groups currently eligible to use the facility for regular meetings at no charge are as follows:

- Canobie Lake Protection Association
- Cobbetts Pond Improvement Association
- Community Band
- Windham Endowment
- Windham's Helping Hands