



Town of Hancock

Office of the Selectboard

TOWN POLICY

FACILITIES RENTAL

EFFECTIVE DATE: May 1, 2025

POLICY NO: 25-06

By order of the Town of Hancock Selectboard, the following policies and guidelines have been established for the use of town lands and buildings.

Town buildings and adjoining grounds may be used for town business by all persons employed by the town and assigned to those buildings and grounds. This also applies to persons serving on various town committees and boards. Spaces and times for meetings should be reserved by contacting the appropriate authority. Town employees may not use the buildings and grounds for purposes that are not related to town business unless they have permission from the Select Board to do so.

Attached is the Town of Hancock Facility Use Request application. Individual residents and property owners are not required to complete this form for ordinary recreational use of the beach, common or recreational facilities. Groups seeking to use facilities are required to complete an application, for example: sports teams, musical/performance groups, businesses, etc. All scheduling is done on a "first come, first served" basis. Requests need to be made at least 10 business days before the event.

The Town may request a Special Events license for larger events. See the guidelines, procedures, and forms available on the Hancock website.

Based on the nature of the activity, the Town of Hancock may require a security deposit not to exceed \$500.00 per event. If the activity results in damages greater than the amount of the deposit, then the Town of Hancock reserves the right to collect the additional monies to cover the actual cost of repairing those damages.

The Town of Hancock Selectboard must approve all requests. They reserve the right to deny requests from any person or group if the Board determines the proposed activity either involves significant risk to town property or the activity itself offers no benefit to the Town of Hancock or its residents.

For certain activities, the Town of Hancock may require proof of insurance covering participants in those activities or other documentation that sufficiently indemnifies the Town of Hancock against any or all claims for injuries, etc.

If police coverage is required, the organization must contact the Hancock Police Department for a police detail request and cover any fees that may apply.

Facilities Rental Fee Schedule

The purpose of town meeting rooms is primarily to provide meeting space for town boards and committees. The purpose of town grounds and recreational facilities is to provide residents of Hancock with recreational areas and spaces for activities that are open to the public and do not incur a fee to participate.

For events and programs that require a fee or donation to participate or are sponsored by out-of-town residents or organizations, the following fee schedule will apply:

Category A: No fee for Town Committee boards, Town organizations, and residents for a free event. This includes events sponsored by the Hancock Recreation committee.

Category B: \$10/hr for Hancock residents or organizations charging a fee or donation for a program or event.

Category C: \$30/hr for out-of-town individuals or organizations using the space for meetings, social events, or other gatherings.

THE BELOW FEES APPLY FOR THE USE OF MOOSE BROOK PARK, RECREATION FIELDS, TENNIS COURTS, BASEBALL FIELDS; AND HANCOCK ELEMENTARY SCHOOL (HES) RECREATION FIELD, BASEBALL FIELD, AND MULTI-USE COURTS.

Category D: No fee for Hancock residents to use and enjoy these areas for casual use and recreational games.

Category E: \$20/hr for events/activities sponsored by Town organizations that charge a fee or request a donation.

Category F: \$35/hr for organized sports clubs and out-of-town organizations that charge a fee or request a donation.

PAYMENT MUST ACCOMPANY THE APPLICATION. Payment will be returned if the request is not approved by the Selectboard. Once approved, this payment is non-refundable. Checks are to be made out to the Town of Hancock.

Authority, Interpretation and Amendment.

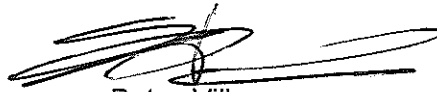
The Town of Hancock Selectboard has the authority to revise or amend this policy at any time.

Effective Date.

This policy shall be effective May 1, 2025, upon a vote of the Hancock Selectboard, and shall replace any Facilities Rental Policies previously enacted by the Town.

Adopted by the Hancock Selectboard on May 12, 2025.


Jeff Brown
Selectboard Chair


Betsy Villaume
Selectboard Member


Ginger Smith
Selectboard Member

Revision History

Revision	Change	Date

Town of Hancock Facility Use Request Application

Legal Organization Name:		Contact Person:	
Legal Mailing Street/PO Box Address:		Phone Number:	
City / State / Zip		email:	
		website:	
Areas and/or Rooms Requested: Circle One			
Town Office:	B.E.Caverly Meeting Room	Main Floor Conference Room	3rd Floor Classroom
Meetinghouse:	Hall	Horsesheds	
*Moose Brook Park:	Recreation Field	Baseball Field	Tennis Courts Other: <i>Explain</i>
*School Field (HES):	Recreation Field	Baseball Field	Multi-purpose Courts
*Norway Pond:	Beach	*Town Common:	Bandstand Other: <i>Explain</i>
Description of the activity, number of participants, equipment involved: <i>Attach separate sheet if necessary</i>			
Event Date(s): list all or attach separate sheet		Event Times	
From:	To:	From:	To:
From:	To:	From:	To:
Rental Categories are explained in the Facility Rental Policy. Please check one box.			
Rental Category:	A ☐	B ☐	C ☐
Per Hour Charge:	\$0	\$10	\$30
Does your group have liability insurance coverage?	Yes No		
Will police coverage be required for the event?	Yes No		
<i>I am an authorized representative of my group or organization. I have read the Town of Hancock Facilities Rental Policies for the use of any of the town buildings or grounds, and I agree with all of the conditions.</i>			
Authorized Representative Signature:			Date:
Please return completed form with payment to: Town Administrator, PO Box 6, Hancock, NH 03449, Applications may also be placed in the drop box located at the Town Office.			
ALL REQUESTS MUST BE APPROVED BY A MAJORITY OF THE SELECTBOARD			
Reason for application denial:		Date	
Waiver of Insurance Requirement: Yes ☐ No ☐		Date	
		Date	

For Office Use:	Signed Use Agreement Received:	Date:	
	Insurance Certificate Received:	Date:	
	Deposit Received: Y / N	Date:	Check #
	Payment Received: Y / N		