



Town of Stratham

Facility Reservation Policy

The Town makes various facilities and spaces available to members of the public for uses that further the goals of the Town and otherwise provide public benefits to the residents of Stratham and in some cases neighboring communities of Exeter, Newmarket, Newfields, Greenland, Hampton, North Hampton, and Portsmouth and non-profits who can provide a 501c3 letter.

The rental of Town facilities by the public requires reservation and Town approval.

Fees charged and guidance for facility usage is outlined in the policies and ordinances specific to these facilities. These policies and procedures shall not conflict or contradict Town ordinances or policies, but shall serve as a convenience to potential renters.



Facility Reservation Procedure

The Select Board has established the following procedures for reserving Town-owned spaces. These procedures apply to rooms and facilities available for public reservations at the following locations:

Stratham Hill Park– 270 Portsmouth Avenue - Front, Scamman and 4-H Pavilion

Stratham Municipal Center – 10 Bunker Hill Avenue – Sewall Room

Fees Charged

All policies, procedures, rental/reservation rates are established and approved by the Town of Stratham Select Board in accordance with the adoption of these procedures (and as amendment dates as noted).

Revenues Deposited

All revenues to the Town under this policy for the Sewall Room shall be revenues to the General Fund.

All revenues to the Town under this policy for Pavilion Rentals shall be revenues to the Park Reservation Fund.

Rates associated with these rentals are user fees.

Refunds & Cancellations

Cancellations must be made 14 days prior to the rental. Refunds will be issued at the discretion of Recreation Director.

Administration of the Policy

This policy is to be administered by the Parks & Recreation Director at the direction of the Town Administrator. Staff roles are identified in the procedures below and shall be assigned or reassigned as appropriate by the Town Administrator in furtherance of the procedure.

Recreation Director	Approval for rentals (fee waivers require Select Board Approval) Provide direct support to public and event organizers to answer questions, meet on site and assist with processing and completing reservations	Meet with Town Administrator to review requests bimonthly
Administrative Assistant	Provide general support to public to answer questions, process walk in reservations, collect and process payments	Review rental requests with Recreation Director
Program Coordinator	Provide general support to public to answer questions, process walk in, phone and email reservations	Review rental requests with Recreation Director

Reservations and questions regarding reservation can be taken by phone call, email and by visiting the Stratham Municipal Center during normal business hours. All reservations require an online account to be created on the Town of Stratham's reservation/ registration system. The online software allows for the review availability, reserve facility and to process payment.

Rooms/ Spaces Available and Rate Information

The following municipal property is available for reservation by public in accordance with the policies and conditions described below and elsewhere in this policy. This section includes details for each asset, including rooms, tables and chairs and available technology as well as information on rates.

Pavilions

Rentals are for a full day, 7am-9pm

Rentals are limited to residents of Newfields, Greenland, Portsmouth, North Hampton, Exeter, Newmarket, Hampton and Stratham and qualifying nonprofit organizations

Rentals do not include exclusive access to bathrooms. Bathrooms are shared with the public.

Music and other noise to be kept to a reasonable level

Special permission must be issued by the Select Board to serve alcohol

4H Pavilion, located near Jack Rabbit Lane

Scamman Pavilion, located near playground structure

Fee: \$75.00

Both pavilions hold up to 50 people. 4 tables in Scamman Pavilion and 6 tables in 4H Pavilion.

Front Pavilion, located near Portsmouth Avenue

Fee: \$150.00

Front pavilion holds 100 people. 12 tables

Equipment provided

8' picnic tables

Pavilions have electricity and lights

Stratham Municipal Center

Rentals are for set time, 4 hour increments

Only Stratham residents may reserve this room

Sewall Room

Fee: \$150.00

Sewall Room holds up to 75 people.

This center is closed to all parties by midnight.

Music and other noise are to be kept to a reasonable level

Equipment:

11 Folding Tables

150 chairs

Kitchen is available.

Setup and cleanup are the user's responsibility.

A \$50 charge may be incurred if room is left in poor condition or damaged.

Setup Options: There are no predefined setups for this room.