

Facility Reservation Procedure and Use Policy
The Joan M. Sewall Room
2025

DEFINITION: The large meeting room in the Stratham Municipal Center shall be known as the Joan M. Sewall Room

PURPOSE: The primary purpose of the Joan M. Sewall Room shall be to conduct meetings and town sponsored activities.

PRIMACY OF USE: The Joan M. Sewall Room shall be used for Municipal Center and Library programming; department meetings and groups directly associated with those departments. It shall also be used for meetings of town committees and boards. Condominium and Homeowners Associations within the Town shall be allowed use of the room for their annual meetings with the fee being waived once per year.

If the group requests the fee to be waived, or requires an alcohol waiver, or they do not meet all requirements then the application needs to be reviewed by Select Board for approval to use the meeting room.

The meeting room shall be reserved based on the following procedures:

1. Please refer to our online calendar located
at <https://stratham.recdesk.com/Community/Calendar?facilityId=9> regarding availability.
2. To the extent permitted by law, the Town of Stratham may deny an application based on one or more of the following:
 - i. The requested date and time is unavailable.
 - ii. The application (including any required attachments and/or submissions) is incomplete.
 - iii. The applicant or the person/group/organization on whose behalf the application is made contains a material falsehood or misrepresentation.
 - iv. The applicant or the person/group/organization on whose behalf the application is made is legally incompetent to contract or to sue and be sued.
 - v. The applicant or the person/group/organization on whose behalf the application is made has violated the terms of a prior temporary license for use of any other reservable space.
 - vi. The proposed use would present an unreasonable danger to the health and/or safety of patrons, Town residents, visitors, employees, agents, volunteers, and/or other members of the public.
 - vii. The proposed use is prohibited by law.

Any application that is denied will be returned to the applicant stating the reason for such denial. If the reason for denial is the unavailability of the date and/or time requested, the Town

of Stratham will endeavor, to the extent practicable, to suggest alternative dates/times that might be available.

1. Requests will be accepted no more than 90 days before the first use date. Cancellations must be made at least 14 days prior to the rental and fees due at least 15 days prior to the rental. Refunds will be issued at the discretion of the Town of Stratham.
3. These rooms and facilities are available on a first-come, first-served basis. Town business, including but not limited to emergency use, will be given priority.
4. Elected and appointed officials and town employees may request use of the room with Select Board approval.
5. A fee of \$150.00 will be due at least 15 days prior to the event. This fee may be waived by the Select Board. Town departments/employees and Town sponsored committees/boards will not be charged a fee for their use of the room. Non-profits requesting a fee waiver must submit evidence of their tax-exempt status to have the fee waived.
6. At the conclusion of each public rental a Sewall Room Checklist must be completed. The checklist will be available on a clipboard in the room. The applicant will leave the completed Sewall Room Checklist in the document box in the room.
7. **RIGHT OF ENTRY AND TERMINATION:** Authorized employees, officers, and agents of the Town of Stratham, shall have the right to always enter the licensed property during the event/use to confirm Licensee's conformance to this Agreement. If the personnel determine, in their sole judgment, that the Licensee's use violates this Agreement or creates a danger to any person or property, they shall have the right to immediately terminate this Agreement at any time without penalty or liability and Licensee, its guests, attendees and vendors shall cease the event/use and exit the property in an orderly manner.
8. If commercial activity (e.g. caterers/vendors/businesses selling/distributing food, beverages, merchandise, and/or services) will occur at/during the event, the caterer/vendor/business must be licensed (if applicable) and is required to submit proof of licensure and insurance, to include general liability, automobile liability, property and workers' compensation, which names the Town of Stratham as additional insureds.

ROOM RULES AND REGULATIONS: Compliance with these rules is mandatory. Non-compliance will result in additional fees and a denial of future requests to use the room.

- A. Alcohol is prohibited during any event held at the meeting room except by special permission of the Select Board in accordance with the rules established for allowing alcohol at town facilities. No drinking of alcoholic beverages is permitted outside the Municipal Center.
- B. When providing alcohol at the event applicant must provide a certificate of insurance when requesting usage of any town property or building. Required amounts: General Liability/Bodily Injury/Property Damage (combined) \$300,000/500,000 with additional

personal injury of \$300,000 AND the Town of Stratham listed as an additional insured. Applicants further release the Town of Stratham from all claims, demands, and liability on account of any and all injuries to persons or property that may result by virtue of said participation.

- C. No smoking within 150 feet of the entrances.
- D. To gain access to the room, the applicant must contact Police Dispatch, (603) 679-2225 approximately ½ hour before wanting access to the building.
- E. Applicants using the facility are responsible for removing any garbage they may generate. This trash shall be deposited in the Town's dumpster in the back corner of the parking lot.
- F. Noise must be kept to a reasonable level.
- G. Please do not adjust the thermostat.
- H. The Sewall room is closed to all parties by 11:00 pm.
- I. Anything that will damage or mark the walls or floor is NOT allowed. Such items include bounce houses, anything with wheels, confetti, tape, etc. Nothing may be affixed to the walls, even on a temporary basis.
- J. The applicant/organization shall be responsible for all damage to the property resulting from its use, whether by accident or otherwise, and shall pay the entire cost of such damages.
- K. Any damage to the property or any injury to any person must be reported to the Town of Stratham office within twenty-four (24) hours of said occurrence. 772-7391 ext. 187
- L. Licensee is responsible for the behavior of, and damage caused by anyone attending the event/use of the room.
- M. The Municipal Center and Town assume no responsibility for the safety of any private property brought onto the premises, nor for injury to/death of any persons attending the event/approved use. Any damage to Municipal Center property resulting from an event/approved use shall be the responsibility of the Licensee.
- N. No permission shall be granted to any organization that discriminates due to gender, race, color, creed, religion, or sexual orientation.
- O. No solicitation of funds, including entry fee and/or registration fee, shall be permitted unless first approved in writing by the Select Board.
- P. Application Details
 - 1. The Town of Stratham is only providing the use of the meeting room with tables and chairs.

2. No other equipment, utensils, appliances, displays or other accessory items are included in the reservation unless specifically requested and approved.
3. The application will include a full description of the activity/party requested.
4. The application will include the number of people attending (no more than 75).
5. The application will include the hours requested including set up and clean up.

Q. Police are to be hired when the Select Board deems it necessary at rates applicable at the time of rental.

R. All lighting must be off when applicant leaves the building. Doors must be locked.

S. Do not touch or move the folding panel wall at the back of the room.

T. Do not move the metal chair trolleys

U. Attendees are not permitted to enter other areas of the Municipal Center, unless emergency situations arise.

V. The room must be left in a neat and orderly condition, including bathrooms and kitchen. Return all chairs and tables to their original location. When stacking the tables, please have the metal frames facing up (top side down). A cleaning charge may be incurred if the room is left in poor condition or damaged after use.

The Stratham Select Board, at its sole discretion, may waive or amend any portion of this policy.

These policies were adopted by a majority vote of the Stratham Select Board on 8/11/2025

Stratham Select Board

Mike Houghton
Mike Houghton, Chair

Allison Knab
Allison Knab, Vice Chair

Joseph Anderson
Joseph Anderson