



GUIDELINES AND FEE SCHEDULE FOR USE OF JACKSON OLD LIBRARY

FEE SCHEDULE

- **Recurring groups (ex: Bridge, Knitting, French Club) - \$1 per person/per class (must sign in and pay at each class)**
- **Recurring classes – \$20/base fee + \$5/per hour**
- **Major Event (Wedding, Reunion) - \$100/event**
- **Jackson Lodging establishments - Meeting space \$50/per event – per week**

Fees are payable to the “Town of Jackson”

GUIDELINES

1. The Jackson Old Library is available for public use for social, cultural, educational, informal or non-profit events sponsored by Jackson residents and/or community groups. Commercial or for-profit events or uses may be allowed on a case-by-case basis and proof of insurance will be required. Approval for use of the Old Library shall be granted at the discretion of the Selectmen’s Office and the Protestant Chapel Association (PCA).
2. A completed *Application for Use of Jackson Old Library* shall be submitted in advance of all events to the Selectmen’s Office. The *Application for Use of Jackson Old Library* form is available on the town website: <http://www.jackson-nh.org> or from the Selectmen’s Office.
3. Meeting space may be reserved on a continuing basis, i.e.: weekly, monthly, must be renewed every three months (new application must be submitted). A key will be issued upon approval of your application. Please contact the Selectmen’s Office to schedule a time to get the key.
4. Building occupancy is limited to 50. The building has folding chairs (50) and tables of various sizes. These items must remain in the building.
5. Facilities must be left in a clean and orderly condition. Cleaning fees of \$50 per event will be assessed in cases where the building is left unclean.
6. NO alcoholic beverages may be brought in or consumed in the building or on the grounds. Smoking is NOT allowed in the building or on the grounds. Animals or pets are not allowed in the building, unless they are qualified service animals.
7. Any food or beverages that are brought in must be removed along with all trash.
8. Events will be confined to the interior of the building, as there is little outside space and that land belongs to the Protestant Chapel Association.
9. Due to limited parking, events at the Jackson Community Church shall take precedence over events at the Old Library.
10. Commercial and for-profit events will also require the prior approval of the Protestant Chapel Association and proof of insurance based on activity or event.