

***Bellows Falls Waypoint Welcome Center***  
**Connecticut River Byway**

**USE APPLICATION**

**1. Contact Information**

A. Lessee: (Name of Business/Organization): \_\_\_\_\_

B. Name of Contact Person and Title (person responsible for meeting or event):  
\_\_\_\_\_

C. Mailing Address of Contact Person: \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

D. Locatable Address of Contact Person \_\_\_\_\_  
(Street) (Town)

E. Telephone: \_\_\_\_\_ (daytime) \_\_\_\_\_ (evening)

F. E-mail address \_\_\_\_\_

**2. Event/Meeting Information**

A. Date of meeting/event \_\_\_\_\_

B. Time (include time necessary for setting up and breaking down)  
\_\_\_\_\_

C. Please provide a description of the meeting/event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Number of people to attend \_\_\_\_\_

E. Check all that apply: Will use gallery only \_\_\_\_; Will use gallery and other  
inside space \_\_\_\_; Will use outdoor space only \_\_\_\_; Will use entire (indoors and  
outdoors) facility \_\_\_\_; Will serve food \_\_\_\_; If yes, please describe (e.g. coffee/donuts,  
hot hors d'ouerves, potluck)



**7. Fees for Use: See Attached Fee information.**

Events that are misclassified will be subject to the appropriate fee charge or refund.

Payment is due in full at the time of your event. Cash or checks accepted. Checks should be made out to the Town of Rockingham.

**Following to be completed by Town of Rockingham Municipal Office**

**8. Certificate of Insurance Required: \_\_\_\_\_ Yes \_\_\_\_\_ No**

**Certificate Received: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date**

Fee: \$\_\_\_\_\_ (Reduced Base Fee Approved by Municipal Manager)

\$\_\_\_\_\_ Facility Rental Fee

\$\_\_\_\_\_ Equipment Rental Fee

Amount Paid: \_\_\_\_\_ Date/method of payment: \_\_\_\_\_

Use approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Municipal Manager or designee)

Original – retain for Town records

cc: Contact Person ( )

## WAYPOINT CENTER FEE SCHEDULE

### AS ADOPTED BY THE ROCKINGHAM SELECBBOARD

#### Upon Recommendation of the Waypoint Board

DECEMBER 18, 2007

1. Base Fee – applicable to all qualified non-profits including State agencies, Regional Commissions, and public schools for use inside or outside the facility.

- |  |      |
|--|------|
| i. Small groups (under 50 people)      | \$30 |
| ii. Larger groups (50 people and over) | \$50 |

Any applicant seeking to qualify for Base Fee payment only, and reduction from the Regular Fee schedule, must schedule the day and time with the Town Office before submitting a fee reduction request to the Municipal Manager. ***There is no waiver of the base fee.***

2. Facility Rental Fee– All Other Users

- a. Gallery Room
- |                             |   |
|-----------------------------|---|
| i. Regular fees:            | \$30 for 4 hours or less  |
|                             | \$60 for over 4 to 8 hours  |
| ii. Additional regular fees |   |
| (1)                         | \$25 for opening before 10 am or closing after 4 pm                                       |
| (2)                         | \$5 for the use of electronic equipment including VCR, DVD, slide projector or television |
- b. Patio area &/or Use of Site
- |                                    |               |
|------------------------------------|---------------|
| Regular fees                       |               |
| i. Small event (up to 50 people)   | \$25 per day  |
| ii. Large event (up to 500 people) | \$250 per day |
| iii. X-large event (500 or more)   | \$500 per day |
- c. Farmers Market
- |   |                     |
|---|---------------------|
| i. Outside space and detached bathrooms to 7 pm | \$50 per market day |
|---|---------------------|

3. Interior Brochure Rack Space Rental

- d. Non Chamber of Commerce members
- |  |      |
|--|------|
| i. 6 months                                | \$20 |
| ii. 12 months                              | \$35 |
| iii. Periods begin on May 1 and November 1 |      |
| iv. Brochure size is 4.25" X 8.5"          |      |
- e. Exempt from fee
- |  |  |
|--|--|
| i. Chamber of Commerce members   |  |
| ii. Nonprofits, Connecticut River Byway official materials, historical societies, BFDDA, RMO and VT and NH state official tourist material |  |

4. Interior Display Case Rental

- |   |                 |
|---|-----------------|
| f. Advertisement Case 8 shelves maximum | \$10 per shelf, |
| g. Educational Case by invitation       | free of charge  |

**WAYPOINT CENTER**  
**POLICY ON FEE REDUCTION**  
**ADOPTED DECEMBER 2007**  
**BY THE ROCKINGHAM SELECTBOARD**  
**Upon Recommendation of the Waypoint Board**

The Town of Rockingham is fortunate to have the Waypoint Center available for use and events. It is the obligation of the Town to ensure that the facility is maintained in good condition and that the use and maintenance does not impose an undue financial cost on the Town's residents.

The policy that follows is meant to help ensure that the facility will be well maintained and provide an enjoyable environment.

This form is to request a reduction from the "Facility Rental Fee." A Base Fee is charged to all users of the Waypoint Center. This Base Fee cannot be waived or reduced for any organization, profit or non-profit\*.

An application for reduction in the fee for the Waypoint Center use shall be submitted to the Municipal Manager for approval or disapproval. The decision of the Manager is final.

The Use of Site fee may be reduced based on the following criteria:

1. Use of site is by a nonprofit organization, and the nonprofit organization is one which will benefit the residents of the Town of Rockingham wholly or in part.

The nonprofit organization must submit documentation of nonprofit status to the Town.

Other criteria which may be considered include:

2. Use of site will not include use of main building interior.
3. Use of site will not include use of detached restrooms. Portable toilets will be supplied by user.
4. Use of site will not include use of site electricity.
5. Use of site will not include use of site water.
6. Use of site will be during daylight hours. Town staff will not need to be present to open or close facilities.
7. Trash will be removed from site by user and disposed of at users cost.
8. Site will be swept by user, including parking area and patio.

**NOTE: AN APPLICATION FOR FEE REDUCTION MUST BE COMPLETED AND SUBMITTED 10 DAYS PRIOR TO THE REQUESTED DATE.**

**YOU MUST SCHEDULE THE EVENT WITH THE TOWN OF ROCKINGHAM BEFORE SUBMITTING THE REQUEST FOR A WAIVER OR REDUCTION OF THE FEE.**

\*Per the Waypoint Agreement, the buildings and grounds may be used without charge of a regular or base fee by the Town, the Bellows Falls Village Corporation, and BFDDA in the conduct of their organizational activities.



10. Will the event use water at the site? \_\_\_\_\_ Yes \_\_\_\_\_ No  
For what? \_\_\_\_\_

11. Will there be private vendors at the event? (e.g. hot dog carts, food wagons, etc.)  
\_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, describe the number and type of  
vendors who will be at the event. \_\_\_\_\_  
\_\_\_\_\_

12. Is your organization charging vendors a fee to set up at the event? \_\_\_\_ Yes \_\_\_\_ No

13. Will the main building interior be utilized? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, describe for what: \_\_\_\_\_  
\_\_\_\_\_

14. Describe plans for trash removal: \_\_\_\_\_  
\_\_\_\_\_

15. Describe plans for cleaning of site, including sweeping of parking lot and patio: \_\_\_\_\_  
\_\_\_\_\_

16. Date of Event: \_\_\_\_\_  
Time beginning set-up: \_\_\_\_\_  
Hours event will run: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
Authorized signature

**WAYPOINT CENTER**  
**GENERAL USE POLICY & RULES**  
**December 2007**

1. **Calendar Listing.** Your event must be listed on the calendar on the Town of Rockingham/Village of Bellows Falls website at rockbf.org and at the Waypoint Center. Contact the Town of Rockingham @ 802-463-3964, extension 100). If the event is not listed, the site cannot be used.
2. **Contact Person.** A contact person, with address, home and work telephone numbers, must be listed with the Town of Rockingham. This person is responsible for the use of the room.
3. **User Fees, Applications and Proof of Insurance.** See the Fee Schedule attached. A Waypoint Center Use application form must be completed. Proof of insurance, if required, must be submitted with the application
4. **Room Capacity.** The maximum gallery room capacity set up with chairs and/or tables is 40 persons. The maximum facility capacity with no set-up of chairs or tables is 49 persons. (Vermont Fire Prevention)
5. **Alcohol.** No alcohol is allowed on the premises, except by permission of the Rockingham Selectboard. Those requesting permission need to contact the Municipal Manager's office at least three weeks prior to an event to be placed on a Selectboard agenda. Those seeking permission must also seek a waiver of the open container ordinance from the Bellows Falls Village Trustees
6. **Set-up.** Set-up for events or use of the facility shall be done by the person(s) using the facility. Set-up times must be arranged through the Town staff. Early set-up should not unreasonably interfere with the normal operations of the Center.
7. **Decorating.** No decorating may be done at the facility without specific approval by the Town of Rockingham.

No staples, nails, glue, tape or similar attachment mechanisms shall be put into the woodwork, walls, or other surfaces, interior or exterior. Neither should such materials as "Fun Tack" or other holding putties ever come in contact with the wood work or plaster, as they leave (over time) an oily residue.

The gallery room exhibit walls are not suitable for hanging decorations of any kind

8. **Access.** No keys or key code will be given out to persons not employed by the Town or Village. Arrangements must be made with Town personnel to open and close the building and room. Users are responsible to leave the building, rooms and facilities in the manner found, including closing all windows, doors, shutting off faucets, equipment, etc.



9. **Damage/Breakage.** The contact person shall be financially responsible for all damage and breakage to the building and equipment resulting from the use. All breakage shall be reported in writing as soon as possible to the Municipal Manager, Rockingham Town Hall, P.O. Box 370, Bellows Falls, VT 05101.

10. **Clean-up After Use.** The floors are to be swept clean. All spillages are to be cleaned and wiped up. During business hour use, clean-up of the facility is to be completed immediately after an event. For events/use occurring after normal business hours, clean up is to be timely, and must be completed prior to opening the Center the next business day. If it is necessary for the Town to clean the Center after an event, the costs incurred will be assessed to the contact person.

For special events, the sponsoring entity is responsible for clean-up as soon as possible of buildings and grounds, trash disposal, and any other resulting costs.

11. **Trash.** All trash must be placed in plastic bags and in containers. Users will be responsible to remove large amounts of trash which exceed the capacity of the containers at the site.

12. **Set-up After Use.** After use, the contact person shall ensure that folding chairs are returned to storage.

13. **No Smoking.** No smoking is allowed in the building.

14. **Tarps/Tents.** No tarps shall be spread over any portion of a roof. Tents shall be anchored down by weights; no tent pegs are to be driven into the pavement.

Tent poles and stakes have the potential for damaging the asphalt pavement or lawn areas of the Center. If located on the asphalt pavement, tent poles must have boards placed under the pole to prevent the pole from digging into the pavement.

Stakes cannot be driven through the pavement. Tents must be secured with other methods, such as water weights. The Center is landscaped with trees and bushes which can also be damaged by poles and stakes. Stakes cannot be driven in near roots. If tents are to be set on the lawn area, the location must be approved by the Town. The Town will consider the duration and location of the tent set-up and potential damage to pavement, lawn, bushes and trees in giving approval. If a tent set-up fails to properly protect the pavement or lawn from damage, the Town may require the immediate correction or removal of the set-up.

15. **Tables, chairs.** No tables, chairs, easel or other items shall be removed from the Center at any time.

16. **Allowed Uses.** The primary goals of the Waypoint Center are to promote regional economic development and tourism, and to provide information on sites and businesses to visitors and residents. Examples include meetings, demonstrations, concerts, farmers' markets, and presentations of local products.

Use by nonprofit organizations for fund raising events is subject to the criteria set forth in the Not-for-Profit Guidelines.

The Center may limit the use of the facility if the use does not further these goals.

17. **Uses Not Allowed.** Due to potential damage to the floors, clogging, tap dancing and similar uses are not allowed unless proper precautions are taken and the use is specifically addressed and allowed.
18. **Who To Contact:** If there is a problem with the facility (such as heat, water) please contact the Town offices at 463-3964, ext. 100. If it is an emergency and the Town's representative cannot be reached, contact the Bellows Falls Village Police Department at 463-1234 and request that they contact a Town representative.

If there is a problem with the audio-visual equipment, please contact the Town Office at 802-463-3964.

19. **Telephone.** No telephone is available for public use. Event sponsors are encouraged to bring a cell phone to the site.
20. **Proof of Insurance**  
Depending on the size and type of event to be held at the Center, the Town of Rockingham reserves the right to request that a \$1,000,000 certificate of public liability and property damage insurance be submitted, naming the Town as additional insured. Coverage must include theft and property damage. If required, the certificate must be received no later than seven days prior to the start of use of the Center.