

# PORTSMOUTH

## RECREATION DEPARTMENT

### FACILITY REQUEST FORM

Please read & complete this form as the first step in requesting fields or facilities.

#### USER INFORMATION:

Name of Organization/Entity: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email (please print clearly): \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization's Website and/or Social Media pages: \_\_\_\_\_

#### CATEGORY:

- Portsmouth School Dept
- City Department
- Portsmouth Based Non-Profit: Tax id # \_\_\_\_\_
- Non-Profit (non Portsmouth based): Tax id # \_\_\_\_\_
- Private User Group: Youth Group    Adult Group

#### REQUESTED FACILITY SPACE:

- Community Campus: Circle one: Gym    Classroom    Movie Room    Café    Other
- Senior Activity Center: Circle one: Lrg Classroom    Sm Classroom    Assembly Hall    Kitchen
- Fields: Circle one: Alumni    Campus Grass    Central    Clough    Hislop    Lafayette    Leary    Plains    Tony Rahn  
                                 Turf 1 (softball/soccer)    Turf 2 (Soccer/Lax/Football)    Other
- Spinnaker Point Circle one: Gym    Dance Studio
- Connie Bean Gym
- Four Tree Island Pavilion     Peirce Island Volleyball Court (sand)
- Indoor Pool Rentals for Swim Teams – See indoor pool supervisor

#### EVENT INFORMATION:

Event name: \_\_\_\_\_

Event description: \_\_\_\_\_

- Single date     Multiple dates     Season\*

Date(s) of Event \_\_\_\_\_ Weekly (# of wks): \_\_\_\_\_

Time in (set up): \_\_\_\_\_ Time Out (clean up): \_\_\_\_\_ Event Start/End Time: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Day of Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

(If different from above) \* Contact must be on premises during Rental

**Additional EVENT INFORMATION:**

Is your event open to the public?  Yes  No  
If yes, will you be charging for entry?  Yes  No  
Will food or drink be served?  Yes  No  
Chairs or tables needed?  Yes  No How many? \_\_\_\_\_  
Lights turned on at Field?  Yes  No \$65 light fee per use  
Will you need to rent any additional equipment from the Recreation Department?  Yes  No  
If yes, what are you looking to use? \_\_\_\_\_

Additional information about event and facility usage:

**Facility and Field Rental Policy**

(UPDATED June 2026)

*The City of Portsmouth Department of Recreation & Senior Services offers meeting rooms, field and facility use and rental as part of their mission to offer a wide variety of programs, activities and services to the community.*

The City of Portsmouth Recreation Buildings, Facilities and Athletic Fields are dedicated to the municipal government’s use for the Recreation & Senior Services Department. The rental agreement below outlines the policy and procedure for use of any recreation facility or field.

(Public school property can be requested directly through the School Department.)

**APPLICATION:**

Members of the public may request the use of Recreation facilities by completing a Facility Request Form on the Recreation website at [portsmouthnh.gov/recreation](http://portsmouthnh.gov/recreation). Or contact the Recreation & Senior Services Department and a form can be emailed or mailed. Forms must be completed at least 5-business days prior to event. Aquatics facility request form must be received 3 weeks prior to event. Forms may be picked up/dropped off at 100 Campus Drive, Portsmouth, NH 03801. Rental applications are accepted up to 6 months in advance. No group or organization may reserve a room more than 8 times in a calendar year unless granted permission from the Director. Submission of application is not a guarantee of rental but rather the first step in the process.

**FACILITY USE:**

Recreation & Senior Services assumes no responsibility for the safety of any private property brought onto the premises, nor for injury to any persons attending the meeting. Any damage to property resulting from a meeting or activity will be the responsibility of the organization to replace or reimburse.

- All requests will be granted subject to staff and facility availability as well as the parking demands of scheduled activities. Facilities & fields will be scheduled under the direction of the Recreation Department. The Recreation Department shall have the right to cancel use of the facility or field directly before or during the event when, in the exclusive judgment of the Recreation Director or designee, weather or other conditions warrant cancellation. Permission for use of a facility or field can be revoked at any time based on user breach of the terms of use of City property.
- No use of Recreation facilities or fields shall be allowed before the facility agreement form has been approved by the Recreation Department.
- Medical equipment, such as first aid kits and automated external defibrillators (AEDs) are not provided by the City at playing fields. However, users of playing fields are encouraged to bring with them to the fields those items of medical equipment appropriate to their intended use of the playing field.
- Permission for a group to use Recreation space does not constitute an endorsement of the group’s philosophy.

- No group will imply in its advertising or during the meeting that the City or Recreation Department has sponsored or supports its meeting, group or presentation without first receiving permission in writing from the Recreation Director. Use of Recreation will only be granted by Recreation Director.
- Use of the meeting rooms shall not conflict with customary Recreation operation. Groups will adhere to proper behavior and keep noise levels consistent with the atmosphere of the facility or neighborhood.
- Each group is responsible for set-up and break-down for its event and is required to leave the space in a neat and orderly condition. I.e: if you set up tables, you must break tables down and put them back.
- An adult representative for groups using Recreation space must be designated on the facility rental and are responsible for ensuring that the activity adheres to the facility guidelines and ends at the designated time. This adult will remain on the premises until all minors have been picked up. A group that leaves unattended minors at facility/field may result in loss of rental privileges.

#### **INSURANCE:**

All organizations other than City or School sponsored groups must issue a certificate of insurance naming the City of Portsmouth on the declaration page as an additional insured prior to the use of any Recreation facility. Rentals require a 1-million dollar liability insurance policy. Coverage limits are determined by the City of Portsmouth.

#### **CANCELLATIONS:**

Failure to provide 24-hour notice cancellation will require payment of rental fees. The renting organization shall be responsible for any staffing fees incurred as a result of inadequate notice of cancellation. In the event of a Recreation Department cancellation due to emergencies or inclement weather, the Recreation Department will notify the organization. The event may either be rescheduled by the organization, or reservation and rental fees will be returned. Public information regarding the cancellation or rescheduling of an event is the responsibility of the renting organization.

#### **ADDITIONAL REQUIREMENTS:**

- The use of alcoholic beverages, smoking (including vaping) and use of tobacco products is forbidden in and on any Recreation facility or field at all times.
- All organizations must comply with applicable national, state and local regulations and ordinances, including and not limited to requirements of the Portsmouth Police and Fire Departments. Aquatic rentals are required to sign off on regulations prior to rental.
- Applicable permits are the renting organization's responsibility.
- All organizations must supervise and conduct an event in a responsible manner which leaves the Recreation facility in the same condition as it was before the event, excluding normal wear and tear.
- The Recreation Department reserves the right to limit or revoke the reservation of any organization upon a finding that the organization breached the terms of use of the rental agreement at any time.
- Dogs are not allowed in municipal buildings or on athletic fields.

#### **FEES:**

- No rental fee shall be charged for any City, Recreation, Senior Services, or School Department sponsored activity.
- No rental fee shall be charged to Portsmouth non-profit organizations or community groups (unless additional custodial or staffing coverage is required). A limit to the number of events per year shall be allotted.
- Non Portsmouth based non-profits or community groups will be charged 50% of regular rental fee.
- Any users that charge fees, admission, collection or other charges may be subject to the rental fee.
- Fees will be charged to any private group, for-profit agency, or group that charges admission or membership dues. See fee schedule.
- Additional staffing fees will be charged to all user groups when renting outside normal building days/hours.
- Invoices expected to be paid in full by 30 days from date of issue. Groups with unpaid invoices will not be allowed to request/book additional space until account is paid in full.

## RULES & EXPECTATIONS

- Approval to use the space must be granted by Portsmouth Recreation and Senior Services.
- Permission for a group to use City property or facility space does not constitute an endorsement of the group's philosophy or objectives by the senior activity center.
- Each group is responsible for set-up and break-down for its event in the meeting room itself and is required to leave the space in a neat and orderly condition.
- Failure to abide by the rules of the Recreation department, other misuse of a meeting room, or the repeated failure to utilize a reserved room without first giving prior notice, will result in a group being barred from use.
- Access to fields will be given in the following priority – Recreation Department, School/City Department, Portsmouth youth nonprofits, Portsmouth adult nonprofits, Non-Portsmouth based nonprofits, Private user groups (for-profit organizations).
- The City of Portsmouth and the Recreation Department assumes no responsibility for the safety of any private property brought onto the premises, or for injury to any persons attending the meeting. Any damage to a facility or property resulting from a meeting or program will be the responsibility of the organization using the facility.
- All users agree to clean up after themselves and use their own supplies unless otherwise granted by facility staff. Fees for any damage could be charged after facility inspection.
- Each group is responsible for their own signage leading guests to the event.
- Rentals are not available for use on holidays on which Recreation Department is closed.
- All groups are expected to exit the space 15 minutes after rental time has concluded.

I have read and understand the rules, expectations and fees set forth by the City of Portsmouth Recreation Department & Senior Services in the rental agreement. Furthermore, I hereby grant the City of Portsmouth permission to use photograph, video or other media without payment or other consideration. I understand and agree that photos become the property of the City of Portsmouth.

By signing here, as the user/user group representative, I agree to all terms and conditions. I understand that my reservation may be cancelled at any time to make room for a City-sponsored event. By signing this form, you are hereby liable for any and all costs associated with the cleaning of the room and any damages to City property.

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Signature of User/User Group Representative

Date

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Signature of User/User Group Representative

Date

Meeting Room, Facility or Field	Fee per hour
Senior Activity Center Activity Rm #1 (Screen & Sound)	\$50.00 / hour
Senior Activity Center Activity Rm #4, #5, and Kitchen	\$25.00 / hour
Senior Activity Center Assembly Hall	\$50.00 / hour
Community Campus Classroom/Movie Room	\$25.00 / hour
Connie Bean Gym/Community Campus Gym	\$50 / hour
Spinnaker Point Gymnasium	\$50 / hour (\$25 internal instructors)
Spinnaker Point Dance Studio	\$25 / hour (\$10 internal instructors)
Four Tree Island – Pavilion	Free; by reservation
Leary Field	\$20 / hour
Alumni-Wentworth Field	\$20 / hour
Tony Rahn Park/Hislop Field/Plains Field	\$20 / hour
Clough Field	\$20 / hour
Maple Haven Field	\$20 / hour
Campus Drive Athletic Field (Turf Fields)	\$75 / hour
Campus Drive Field (Grass Field – behind Pickleball Courts)	\$20 / hour
Lights (Alumni, Campus Turf, & Leary Fields)	\$65 per use
Chris Rice Skateboard Park	Not available for rental
Sand Volleyball Court at Pierce Island	Free; by reservation
South Mill Pond Tennis/Pickleball/Basketball Courts	Private Rental Fee case by case basis
Community Campus Pickleball Courts	Private Rental Fee case by case basis
After-Hours Staffing Charge	\$20 / hour
Other:	

Indoor Pool	Fees
Indoor Pool – full pool rental	\$192 / hour

*(Updated 6/26)*