

Annex A
APPLICATION REQUEST FOR USE OF
STATE MILITARY READINESS CENTER

1. **Readiness Center Location:** _____

2. **Commercial Customer/Unit Sponsored (Circle One)**

If Unit Sponsored:

Requested by: _____

Application reviewed/completed by: _____

Telephone number of recommending official: _____

Recommendation: Approve/Disapprove (Circle one)

2. **Legal or Official Name and Address of the Applying Organization:**

3. **Customer Information**

Point of Contact: _____

Address: _____

Telephone number: _____

4. **Description or name of event:** _____

5. **The event described in item #4 will involve the following activities:**

Sale of entrance tickets

Sale of raffle tickets

Sale of items

Sale of food

Sale of services

Charge of registration fees

Other – Specify _____

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6. Period (times and dates) of requested Readiness Center usage (including set-up and break-down):

From _____	AM/PM on _____	20 _____	To _____	AM/PM on _____	20 _____
From _____	AM/PM on _____	20 _____	To _____	AM/PM on _____	20 _____
From _____	AM/PM on _____	20 _____	To _____	AM/PM on _____	20 _____
From _____	AM/PM on _____	20 _____	To _____	AM/PM on _____	20 _____

7. Periods (times and dates) the Readiness Center is to be open to members of the general public.

From _____	AM/PM on _____	20 _____	To _____	AM/PM on _____	20 _____
From _____	AM/PM on _____	20 _____	To _____	AM/PM on _____	20 _____
From _____	AM/PM on _____	20 _____	To _____	AM/PM on _____	20 _____
From _____	AM/PM on _____	20 _____	To _____	AM/PM on _____	20 _____

8. Specific areas/rooms of the Readiness Center requested for usage:

9. Rental Deposit: a company check, bank or postal money order shall be made payable to the: **Treasurer, State of New Hampshire and submitted directly to: The Department of Military Affairs and Veterans Services – Business Administration, 4 Pembroke Road, Concord, NH 03301.** The amount of rental deposit is required by Chapter 4, paragraph 4-3. The applicant understands that his/her rental deposit is refundable only under the conditions specified in the Department of Military Affairs and Veterans Services Readiness Center Rental Regulations.

10. Legal or official status of the organization. The applying organization is:

- Unit sponsored event
- Commercial customer
- A non-profit corporation
- Other – specify _____
- Attach legal or official documentation

Notes:

- Rental Fees are charged on a “calendar day” basis.
- Service Fees are charged by an hourly rate for all actual hours involved in rental including set-up, public hours and breakdown.
- Service Fees may be charged “after the fact”, if set-up and/or cleanup exceed times stated on rental application.

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ITEM	SIGNATURE	APPLICANTS INITIALS	DATE ACTION COMPLETED
1. Applicant provided a copy of DMAVS Rental Regulation SOP			
2. Rental deposit submitted to the Department of Military Affairs and Veterans Services-BA, 4 Pembroke Road, Concord NH 03301			(For Business Office Use)
3. Maximum capacities for the Readiness Center drill hall have been explained.			
4. Layout plan attached			Received by: <div style="text-align: right;"> <input type="text"/> Name <input type="text"/> Date </div>
5. Schematic floor and layout plan approved by local fire and police departments.			Proof of approval supplied: <input type="text"/> Date <input type="text"/> Initials <input type="text"/> Agency Rep.
6. Insurance requirements are as specified in DMAVS Rental Regulation SOP: a. Liability limits of not less than \$250,000 per claimant and \$2,000,000 per accident			Proof of approval supplied: <input type="text"/> Date <input type="text"/> Initials <input type="text"/> Agency Rep.
b. Purchased with a carrier qualified and licensed by the New Hampshire Dept. of Insurance.			<input type="text"/> Yes <input type="text"/> No
c. Occurrence-type policies rather than claims-made-type policies.			<input type="text"/> Yes <input type="text"/> No
d. Workmen's Compensation			<input type="text"/> Yes <input type="text"/> No
e. The Department of Military Affairs and Veterans Services named as an additional insured, mailed to BA Office.			<input type="text"/> Yes <input type="text"/> No

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7. Legal or official documentation to substantiate customer's status to include Non-Profit, if applicable, to be provided to the Department of Military Affairs and Veterans Services prior to approval.			Proof supplied: Date _____ Initials of _____ Agency Rep. _____
8. Rental fees are charged by the calendar day for Readiness Centers and their premises to include set-up and clean-up.			
9. Service fees: a. Shall be charged for the actual hours of total rental period. b. Unit sponsored events may be charged as determined by the State Business Administrator with a minimum of \$100 or one-half days rent, whichever is greater.			
10. Modification to existing physical configuration and services must be approved in advance by the Readiness Center OIC, arranged and paid for by the customer and all must be restored to their original status after the usage.			(Attach list of requested modifications) Approved by: Date _____ Initials of _____ Agency Rep. _____
a. Electrical			
b. Rubbish removal (See 5-3 (b))			
c. Winter services			
d. Telephones, data lines			
e. Carpentry, plumbing and masonry			
f. Placement of furniture and equipment			

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g. Other (specify)				
11. The customer is responsible to comply with all State and local laws, ordinances, policies, and procedures, to include those pertaining to:				
a. Police & security protection				
b. Fire protection				
c. Safety				
d. Zoning				
e. Copy city business license				
f. Vendor				
g. Smoking				
h. Sale of food				
i. Amusement rides				
j. Advertising				
12. The customer is responsible to comply with special requirements imposed by the Department of Military Affairs and Veterans Services, to include:		No	Initialed	
a. Special fire and police protection				
b. Safety and public protection				
c. Hazardous Material and Waste Disposal. Will the event/action/project potentially result in:				
(1) The use of hazalrous materials or substances?				

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		No	Initialed	
(2) The generation of hazardous waste?				
(3) The risk of an explosion, spill or the release of oil or hazardous substances?				
(4) The generation of solid wastes which will require additional arrangements for disposal?				
(5) An opportunity for hazardous material/waste minimization or recycling?				
13. Presentation or distribution of obscene or crime inciting materials, displays, expositions or performances during Readiness Center usage is prohibited.				
14. Readiness Center telephones are not available to the customer except in the case of an emergency.				
15. Parking areas enclosed by security fencing are not available to customers.				
16. Rental fees are charged when outside areas are used for other than their intended use.				
17. All fees paid by the customer to the Department of Military Affairs and Veterans Services will be by company check, bank or postal money order.				
18. The Readiness Center usage can be terminated by The Adjutant General pursuant to RSA 110-B: 28-				
19. Approval shall not be final until the applicant has received a copy of a rental contract, fully executed by the Department of Military Affairs and Veterans Services.				

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RECOMMENDATION BY THE READINESS CENTER OIC DOES NOT CONSTITUTE FINAL APPROVAL

I/We certify that I/We have read DMAVS Rental Regulation SOP and will comply with its terms.

12. _____
(Date of Application) (Name of Organization)

(Printed/Typed Name and Title of the Customer)

(Signature of the Customer)

13. I recommend (**approval/disapproval**) of this application:
(circle one)

If disapproval is recommended, reason:

OIC (Print or Type) (Signature of Readiness Center Officer-in-Charge) (Date)

14. I (**do/do not**) concur:

Battalion Representative or (Signature of Battalion Representative) (Date)
First "O5" in Requesters
Command Chain
(Print or Type)

ALL APPLICATIONS (**FOR UNIT SPONSORED EVENTS**) WILL BE FORWARDED THROUGH BATTALION HEADQUARTERS OR COMMAND ELEMENT TO THE STATE BUSINESS ADMINISTRATOR'S OFFICE (*WITH ALL SECTIONS FILLED OUT COMPLETELY*).

SIGNED RENTAL APPLICATION DOES NOT CONSTITUTE AN APPROVED CONTRACT.