



## **Lakes Region Community College Room & Facility Rental Policies**

Last Updated: January 2026

Lakes Region Community College  
379 Belmont Road  
Laconia, NH 03246  
Phone: 603-524-3207

Facilities Rental – Lakes Region Community College  
Contact: Chelsea Barry | [cjbarry@ccsnh.edu](mailto:cjbarry@ccsnh.edu)  
Facilities Rental Information:  
<https://www.lrcc.edu/about/facilities-rental>

### **AGREEMENTS & APPLICATION**

All applicants must complete a Room Request Form prior to their event and submit it to the Room Rental Coordinator, Chelsea Barry ([cjbarry@ccsnh.edu](mailto:cjbarry@ccsnh.edu)). No events will be scheduled until the form has been received and approved.

All rental agreements require insurance documentation, and the Facilities Usage Agreement must be returned to the College no later than five (5) business days prior to the event.  
*College President can make exceptions in rare situations.*

Website information:  
<https://www.lrcc.edu/about/about-lrcc>

### **ALCOHOL ON CAMPUS**

The use and/or consumption of alcohol on campus is prohibited unless approved by the College President or designee.

### **ANIMALS**

Animals of any type are not permitted inside LRCC facilities, except service animals as required by law or animals expressly approved and specified within a rental agreement.

### **CAMPUS SAFETY**

LRCC reserves the right to determine whether Campus Safety Officers, Police, Fire, or EMS personnel are required for an event. Any required safety detail will be provided at the renter's expense.

## **CANCELLATION**

Failure to comply with these policies may result in event cancellation and/or denial of future rental requests.

LRCC reserves the right to cancel events if facilities are required for college business or emergency purposes. In such cases, renters will receive a full refund and LRCC will not be responsible for costs.

All cancellations must be made in writing at least three (3) business days prior to the event date.

Cancellations made in less than three (3) business days before the event will incur a 100% cancellation fee.

All events are subject to curtailed operations on campus.

## **CATERING / FOOD**

Food and beverages are permitted only in designated areas.

Countdown Café is the catering provider for LRCC with right of first refusal on all catering requests.

Information:

<https://www.lrcc.edu/student-resources/countdown-cafe>

Outside food may be permitted in designated areas as described in the room request form.

## **CHILDREN**

Children and adolescents must be supervised at all times during events and renter assumes all responsibility.

## **CLEAN-UP**

Renters must remove all debris and leave spaces orderly, placing all trash in designated places.

All items must be removed after events.

Cleanup must conclude at the contracted end time or charges may apply.

Campus closes at 9:00 p.m.

Events should end by 9pm unless an extension is approved by the College President.

LRCC is not responsible for left-behind items.

## **DAMAGE**

Renter is responsible for all facility damages and restitution.

## **EMERGENCIES**

**Call campus safety at 603-545-4392**

Call 911 for medical emergencies.

Campus safety staff are CPR/AED certified and Stop-the-Bleed trained only.

Campus safety procedures:

<https://www.lrcc.edu/student-resources/campus-safety>

**FUNDRAISING**

Requires President or designee approval. Any sales by non LRCC organizations requires president or designee approval.

**INSURANCE**

Minimum coverage: \$1 million per person / \$3 million aggregate.

Certificate holder:

Lakes Region Community College

A Component of CCSNH

379 Belmont Road

Laconia, NH 03246

**LOGO**

Unauthorized use prohibited. Logo style/ style guide use, unauthorized use of LRCC's name, images or marketing materials must be preapproved before use.

**MARKETING**

Disclaimers required on all external materials. LRCC can market events based on the alignment with the college's operations.

**NON-COMPETITION**

LRCC may refuse events competing with college programs.

**PARKING**

Parking available; accessible parking limited.

**PAYMENT**

Payment is due within two weeks of booking or ten (10) business days before event.

Checks payable to:

Lakes Region Community College

ATTN: Room Rental Coordinator

379 Belmont Road

Laconia, NH 03246

**RATES**

For-profit: 100%

Non-profit/community/education: 1 free meeting per month then 50% off thereafter

Government agencies: 0%

## **RENTAL POLICIES**

Requests must be made at least two (2) weeks prior to the event.  
Advertising is prohibited until approval.  
Walkthrough site visits are encouraged.

## **SETUP**

LRCC will arrange room setups according to the description listed in the room request form. This setup includes campus property (tables, chairs, etc.) only. LRCC will not set up event material and/or property brought in from outside event organizers and/or vendors. If a renter plans to use an outside vendor for their event, the vendor must be pre-approved by the college president.

## **SIGNAGE**

LRCC will provide directional signage for events. All other signage and promotional materials will be the responsibility of the event organizer.

## **SMOKING POLICY**

Smoking and vaping allowed only in designated outdoor areas.

## **SOLICITATION**

Solicitation is prohibited on LRCC property.

*\*\* Non-Work-Related Solicitation: The CCSNH strives to provide a work environment free of non-work-related interruptions and/or unwelcome solicitation. As such, solicitation of or by CCSNH employees on behalf of non-CCSNH entities during work hours is restricted. All solicitations should take place during non-work hours and may only be posted in designated non-work common areas that do not create an obligation to participate. A CCSNH college may permit the use of lunchrooms and/or other appropriate common areas for solicitation by, or on behalf of, appropriate non-CCSNH organizations so long as that activity does not interfere with the ability of employees to maintain a work environment appropriate to the conduct of CCSNH's work.*

## **RESERVATION DISCRETION**

LRCC reserves final authority to cancel or refuse any request. The college reserves the right to modify, amend or discontinue any of these provisions at its discretion.

## **MISSION**

Lakes Region Community College provides a dynamic, community-based, high-quality learning environment, delivering a personalized education experience that prepares learners for success.

## **VISION**

Lakes Region Community College will continue its development as a learning-centered institution, characterized by innovation, responsiveness, flexibility, caring, collegiality, accountability, and educational excellence.

## **COMMUNITY VALUES**

### **Inclusion**

We base our opinions on character, not by race, gender, age, religion, or sexual orientation. We support a system and culture that is fair, just, and reasonable to all people.

### **Integrity**

We have high standards of academic and personal integrity. We hold ourselves accountable for our actions and do our best to produce quality work.

### **Respect**

We respect each other regardless of our differences. We condemn acts of hate and bigotry as antithetical to the college's core values and expect civility in language and action.

### **Kindness**

We strive to be kind and sincere with our words, thoughts, and actions.

### **Success**

We affirm LRCC's commitment to student success through a diverse and supportive campus culture. Our objectives are to embrace innovation, encourage collaboration, and offer flexibility.