Littleton
COMMUNITY
CENTER

The Littleton Community Center (LCC) was built as a private residence in 1884 by Charles F. Eastman. In 1919, a group of 119 Littleton citizens purchased the home and created a corporation to organize the Littleton Community Center. At the March 1920 Town Meeting, citizens voted to dedicate and support the Community Center as a living memorial to the local soldiers and sailors who served during World War One. That tradition of serving the community continues to this day. Our facility is accessible and welcoming to everyone, and our rental rates are affordable.

The Board of Directors is happy that you have chosen this historic Community Center House for your function. The LCC is a private, non-profit corporation. We receive a modest annual subsidy from the Town of Littleton, but to meet our annual expenses, we rely on private donations and income from user fees. Your rental fees help the LCC operate and maintain this facility. We appreciate your support!

We request that all users of the Community Center comply with the following building use policies:

- Please respect our tenants and the historic beauty of the building.
- Service animals only are permitted in the building.
- Please leave the building in the same condition that you found it. The building is maintained by our Board of Directors and Executive Director, and we appreciate your help keeping the building tidy!
- This is a "Carry In, Carry Out" facility. Please take all trash and recyclables with you.
- Please do not smoke or use tobacco or illegal drugs on the premises.
- The Community Center is currently open for use by appointment.
- Please call or text 603 444 5711 to arrange a tour or to reserve a date for a function.
- Weapons are prohibited.
- Users will be issued a code to unlock the back door.

We are pleased that you have chosen this town treasure for your function. Please treat it with the utmost care and respect.

Thank You,
Barbara Buckley, Executive Director
And The Littleton Community Center Board of Directors

Updated 11/2025

FACILITY USE RENTAL AGREEMENT

LITTLETON COMMUNITY CENTER
120 MAIN STREET
LITTLETON, NH 03561
(603) 444-5711
director@littletoncommunitycenter.org

Patron or Organization _____
Contact Person _____
Address _____
Telephone Number _____
Email _____
Type of Function _____ Room(s) Needed _____
Date of Function _____ Start Time _____ Ending Time _____

Are you an individual or non-profit organization? YES _____ NO ____
If Yes, Are you a 501(c)3? _____ If tax-exempt, please provide EIN _____
Other non-profit? (please specify IRS classification) _____

I agree to abide by the following conditions:
Rental fee - paid in full at least 15 days before your event.
$100 security deposit - to hold your reservation. You will receive a full refund if your trash is removed and the building is left clean and undamaged.
A certificate of insurance is required for all renters.*
Cancellation Policy:
If you cancel your reservation 15 days prior to your event, we will refund 100% of your deposit.
If you cancel your reservation 5 days prior to your event, we will refund 50% of your deposit.
If you cancel your reservation on the day of your event or do not show up, you will not receive a refund of your deposit.

Signature of Applicant _____ Date _____

* You will be held responsible for all damages and/or injuries resulting from your function, therefore, a certificate of insurance must be provided along with your payment. A sample of a certificate of insurance is attached. Most groups or individuals can obtain a certificate of insurance from their insurance carrier at no charge. This is an annual request for each user/group.
You may mail or email this application to the Community Center.
We will reserve this time for you (and turn away other users), so please let us know as soon as possible if you need to cancel.

Thank you for completing this form and for choosing the Community Center!

Updated 10/2025

LITTLETON COMMUNITY CENTER

USER FEE SCHEDULE & INSURANCE REQUIREMENTS

Non-Profit/Individual Renter Rate (see Insurance note #1 below)	**For Profit Renter Rate** (see Insurance note #2 below)
Use of Heald Room Only (capacity 40)	
$30/hour up to 4 hours	$45 / hour
$20 Each additional hour	$40 Each additional hour
Use of Dining Room or Parlor Only (Capacity 24/15)	
$25/hour up to 4 hours	$35/hour up to 4 hours
$15 Each additional hour	$30 Each additional hour
Use of the Kitchen Only (Capacity 10)	
$15/hour	$25/hour
Use of Heald Room and Dining Room	
$50/hour up to 4 hours	$75/hour up to 4 hours
$40 Each additional hour	$65 for each additional hour
Use of Parlor, Heald Room and Dining Room	
$80/hour up to 4 hours	$110/hour up to 4 hours
$70 Each additional hour	$100 Each additional hour

Add on Use of Kitchen to Events

$25 per event

FAMILY EVENT PACKAGE: Birthday Party, Baby/Bridal Shower, or Family Reunion **$275**
Includes: Use of 1st Floor for 6 hours (includes time for set up and clean up) tables and chairs, kitchen equipment and A/V equipment.
LAWN ONLY: Please contact the Executive Director for lawn use fees and policy.
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Insurance Note #1: Individuals must supply an insurance certificate with at least $500,000 personal liability coverage.
Insurance Note #2: Businesses must supply an insurance certificate with at least $1,000,000 (per claim) / $2,000,000 (aggregate) coverage

Updated: 10/2025