

### USE OF TOWN MEETING FACILITY

Name/Organization \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of person responsible for facilities \_\_\_\_\_

Title \_\_\_\_\_

Applicant Address \_\_\_\_\_

Applicant Daytime Phone # \_\_\_\_\_ # Of Attendees: \_\_\_\_\_

Date(s) Requested\* \_\_\_\_\_ Time \_\_\_\_\_ Type of Event \_\_\_\_\_

**I, THE UNDERSIGNED, REQUEST PERMISSION TO USE THE FOLLOWING: (check all that apply)**

- \_\_\_\_\_ Recreation Center
- \_\_\_\_\_ Upstairs \_\_\_\_\_ Downstairs
- \_\_\_\_\_ Town Hall Community Room (w/o Kitchen)
- \_\_\_\_\_ Planning Board Room
- \_\_\_\_\_ Court Room

**I agree that all facilities used will be properly cleaned to the best of my ability upon completion of the event and that I will be responsible for any damages caused to any of the facilities or grounds.**

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**Upon Completion, please submit to Town Clerk**

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APPROVED/DENIED : \_\_\_\_\_ (date)      INSPECTION: \_\_\_\_\_ (date)