



## REQUEST FOR USE OF TOWN BUILDING FACILITY

DATE: \_\_\_\_\_

Organization Requesting Use: \_\_\_\_\_

Town Building Facility Requested: \_\_\_\_\_

Date and Time of Proposed Use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Contact Person and Phone Number: \_\_\_\_\_

It is the policy of the Board of Selectmen that the Town Committees and boards have first priority for the use of Town Building Facilities. If a town Building Facility is available, the requests will be granted on the first come, first served basis.

If reconfiguration of the meeting room is needed, the Cable Television Department must be notified to move equipment and cabling. Do not attempt to move or disconnect microphones, cables or other equipment.

The Town is not responsible for setting up or breaking down seating or any other specialized need, i.e. pa system, etc.

Failure by the individual or organization on leave a town Building Facility in the same condition in which it was found, may be grounds for refusal for use at a later date.

No alcoholic beverages are allowed on Town property.

Smoking is restricted to designated areas outside of the building.

All damages or broken equipment must be reported promptly to the Town Administrator.

Requested By: \_\_\_\_\_  
Signature

Requested Approved By \_\_\_\_\_