

BUILDING FACILITY USE PERMIT

Town of Islesboro
P.O. Box 76
Islesboro, ME 04848

THE ADMINISTRATION IS RESPONSIBLE FOR THE USE OF ALL TOWN FACILITIES. IN ORDER THAT THEY MAY CONSIDER YOUR REQUEST FOR THE USE OF TOWN FACILITIES, KINDLY COMPLETE THE FOLLOWING FORM:

Building use request:

Town Office Selectmen's Meeting Room Library

The _____ (organization) request the use of
_____ (which area) _____ for the
purpose of _____
on _____ (day), _____ (date), from _____ to _____ (time).

Will the activity be open to the public? Yes No

Admission will/will not be charged; proceeds will be used for: _____

Any special equipment needs? Describe _____

Name, Address, Telephone number of person responsible on this occasion: _____

Insurance Information

(required of non-Town departments/organizations):

Do you (the requesting organization), have an in-force public liability policy? Yes No

If yes, what are the limits of liability? Bodily injury \$ _____ Property Damage \$ _____.

I agree on behalf of the above indicted organization that all members and guests will observe the regulations shown on the reverse side and that we, individually, and as an organization, will assume full financial responsibility for any and all damage done to Town property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the Town against any loss, damage or expense of any kind, which said Town may sustain or incur because of use of the above described area/building by our organization and we will further hold said Town harmless for loss of any kind in connection therewith.

Request Submitted by: _____ Date: _____

Signature

RULES GOVERNING USE OF FACILITIES ON BACK → → →

RULES GOVERNING the USE of TOWN of ISLESBORO FACILITIES
by
COMMUNITY GROUPS

1. No smoking is allowed in any Town building.
2. No drinking of alcoholic beverages is permitted.
3. Activity shall be restricted to that building for which permission is granted.
4. The activity shall not extend the hours approved in the request.
5. All programs shall be planned so they do not interfere with the regular building's schedule.
6. The organization using the building shall be responsible for moving its equipment into and out of the building.
7. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
8. Town authorities must have free access to all rooms at all times.
9. Where custodial assistance must be hired, a charge will be made and must be paid within 30 days. If police services are required, the requesting organization must make arrangements.
10. Room(s) or facility used by applicant will be carefully examined after use. The applicant will make good promptly any loss or damage occurring as a result of use of Town property.
11. No Town property or equipment is to be altered or removed from the premises.
12. The using organization may be required to furnish a certificate of insurance, with proper limits of liability, at least 5 working days in advance of the event. If required, such certificate must designate both the using organization and the Town (legal name) as insured.
13. The absence of proof of insurance by the requesting organization may preclude use of the facility.
14. This approval is revocable at any time by Town authorities.
15. No reservation will be made until this application is returned and properly approved.

Accepted: 9/29/2010