

TOWN OF GROTON
REQUEST FOR USE OF GROTON TOWN FACILITIES

By individuals/Organization

Deposit: _____

Fee: _____

Name of Person/Organization

(Check One)

Name of Contact Person

____ Local Non-Profit
____ Local/Private
____ Non-Local/Non-Profit
____ Non-Local-Private
____ Commercial

Home address of contact person

Town State Zip

Phone Number

Requesting use of:

____ Upstairs Hall _____ HWY Garage
____ Downstairs
____ Both
____ Ball field
____ Park

Email Address

INFORMATION ABOUT THE ACTIVITY

Description of the activity:

Date(s) _____ **Time:** _____

All rules, regulations, town policy must be obeyed and followed. Payment of rental fees must be included with this request.

Reminder: **DO NOT PARK IN FRONT OF THE FIRE STATION DOORS!!!**

If you wish to request a waiver of the fees, Please submit this request in writing to the Groton Selectboard in advance of your date of event.

SIGNATURES INDICATE APPROVAL AND ACCEPTANCE OF ALL RULES AND POLICIES

It is agreed that the Town of Groton does not assume any liability for the act of the person(s) or organization using the Groton Community Building, the Groton Ball Fields, Park or HWY Garage.

Payment for any town property damaged through improper or negligent use is hereby guaranteed by the person(s) and /or organization signing this application.

Signature of Applicant(s): _____ Date: _____

Signature of Town Clerk: _____ Date: _____

Town of Groton

Release

I, _____, release the Town of Groton, and its employees, officers, agents and assigns, (hereafter the Town) from any and all responsibility or liability associated with my use of Town Facilities/ Town properties, or my participation in Town functions. I understand that in releasing the Town, I assume the risk of using Town Facilities / Town properties or participating in Town functions. I agree to hold the Town harmless and indemnify the town from any and all damages or injuries caused by my/ group actions.

I agree to comply with the any and all rules and regulation of the town, including but not limited to the rules and regulations for the use of Town facilities, Ball fields and parks.

Print Name

Date

Sign Name

Community Building Rules

The individual or group signing for the community building key will insure that all community building rules are followed and be responsible for any failure to comply.

The key is to remain in your possession at all times and must be returned promptly after locking up. Keys cannot be duplicated.

The key will need to be picked up during normal hours of the Town Clerk's office- Mon-Thursday 8-4. Please pick key up on day closest to event.

The key is to be returned immediately following the event. There is a drop box in the entranceway of the Town Clerk's office for you to use.

1. **Clean up** whatever mess you make and **take your trash with you** and please **remove signage and balloons from building and poles. Floors need to be swept.**

2 **Smoking, alcoholic beverages, or illegal substances are NOT allowed in the building or on town property.**

3. **All tables and chairs** must be returned to their appropriate storage room. **The stage area is off limits** without special permission from the Select Board.

4. Please avoid damage to the walls, ceiling and floor and **wear only soft-soled sneakers or shoes.**

5. **All activities shall be supervised properly at all times by an adult 18 years of age or older.**

6. A **9:30 PM shut-down time** is set for all regular activities. Waivers for this time may be given at the discretion of the Select Board.

7. If for some reason you are signed up for use of the building and cannot use it and need to have your name removed from the town calendar call the Town Clerk's office 584-3276.

8. Failure to comply with regulations or misuse of facility can result in loss of further use of the building, ball fields or park.

9. The Groton Select Board reserves the right to waive or negotiate the user fees that have been established and made part of this policy.

10. **NO PARKING IN FRONT OF FIRE STATION! DO NOT BLOCK DOORS!**