

TOWN OF HADLEY

APPLICATION FOR THE USE OF FACILITIES

Facility Requested (Circle One):

Senior/Community Center Senior/Community Center Pavilion Town Hall

Sam Smead Memorial Park (including pavilion) Dean Mountain Whitewater Park

Date of event: _____ Hours Requested: From ____ to ____

Applicant's Name (Responsible for facility during use): _____

Organization Name, if any:

Address : _____

Phone: _____ email: _____

Description of event / activity: _____

Approx. number of people attending: _____ Date Application Filed: _____

Rules & Restrictions - Please Read Carefully

- The Person signing this form must be present at the event. Applicant agrees to conduct their activities with full regard to public safety and will observe and abide by all applicable regulations and rules and by requests by facility attendants, if present.
- You must be 18 years or older to reserve. Adequate adult supervision must be provided by Applicant.
- The activity shall be restricted to the area for which permission is granted.
- The activity shall not extend beyond the hours approved in the request.
- **All areas of the facility used under this agreement must be returned to the same condition in which it was found.**
- **Applicant shall remove all garbage from the facility.** This is a carry in / carry out facility.
- No decorations or items shall be applied using tacks, pins, nails or screws. No tape shall be applied to any painted areas / walls.
- Any damage to the Town facilities shall be promptly repaired at the applicant's expense.
- All furniture shall be returned to the location where you found it prior to the event.
- If applicant uses any kitchen facilities, they shall be left in a clean and dry condition.
- Access to certain areas or items may be restricted and applicant shall not attempt to obtain access to those areas or items.
- **Alcoholic beverages are prohibited** on Town property. Smoking is prohibited inside Town facilities.
- Improper behavior, including but not limited to rowdiness, vulgarity, drunkenness, or illegal activities, is prohibited on the property and within the facility.
- Animals, other than service animals, are not permitted.
- Applicant agrees not to bring, or permit onto the premises, any material, substances, equipment or object which is likely to endanger life or to cause bodily injury to any person or which is likely

to constitute a hazard.

- Town authorities enforcing facility rules and restrictions must be respected at all times.
- Requests are not guaranteed to be granted. The Town of Hadley reserves the right to deny any use or cancel any activity or use or to reassign a facility. The use of all Town facilities is subject to the approval and rules of the Town Board as administered by the Town Supervisor and Town Clerk and facility attendant, if any.

• **All facilities, rooms, areas and / or equipment shall be left in good condition.** Should the facility not be left in good condition, or should any rules be violated, the person signing this form may be assessed additional charges and will not be allowed to use Town of Hadley facilities in the future.

• Violators of these rules may be ejected from the premises and use of the facility may be terminated.

• Please call the Town Clerk 10 business days prior to the date of the event to confirm your request. If necessary to cancel an approved event, notify the Town Clerk as soon as possible.

• All applicants must provide a current **certificate of homeowner's insurance or renter's insurance. Your request will not be processed unless you attach the required insurance documentation to this form.**

I, the undersigned, acknowledge that I am over 18 years of age and that I read and fully understand the above requirements and information about the use of Town of Hadley facilities. I agree to abide by the rules and restrictions of the Town of Hadley and to defend, indemnify and hold the Town of Hadley and its officers, agents, employees and volunteers harmless from and against any and all loss, claims, suits, damages, and /or liabilities, including reasonable attorney's fees, arising out of the actual or requested use of Town of Hadley facilities.

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS

Applicant's Signature

Date

DONATIONS are graciously accepted

FOR OFFICE USE ONLY:

_____ Approved _____ Denied
_____ Facility approved
_____ Received insurance certificate
_____ Amount of donation received

Special remarks