

Reservation for Use of Community Center

Applicant:

Name: _____
Resident/Non-Resident (circle one)

Organization: _____
Not-for-Profit? Yes/No (circle one)
Gov Agency? Yes/No (circle one)

Address: _____
City/State/Zip: _____
Contact Phone No.: _____ Alternate Phone No.: _____

Request Use as Follows:

Set-up Date/Time: _____
Function Date: _____
Begin Time: _____
End Time: _____

Keys & Equipment:

Type	Pick Up Date	By (Initial)	Return Date	Staff (Initial)
Building KEYS				
Micro-phone				
Other:				

Payments & Deposits:

Total Deposit Due \$ _____
*Refundable: Yes/No

Facilities Use Fee \$ _____

Amount Paid \$ _____ Date _____ Check No. _____

Terms:

*Refundable in full unless otherwise outlined in User Agreement.

Payment in full according to the Fee Schedule is due on or before the Reservation Date and during normal office hours. Keys are considered a portion of the deposit and must be returned after use to the Town Clerk.. Users are responsible for cleaning up and removing trash!

Acceptance of Terms: _____ Applicant/Date

Reservation Granted by: _____ Staff/Date

(SEE REVERSE SIDE FOR FEE SCHEDULE)

FEE SCHEDULE

Check all that apply:	Description	Resident/ Taxpayer Fee	Non- Resident Fee	B.J. Not-for- Profit	State & Gov. Agencies or Departments
	Large Room without Kitchen	\$25.00	\$125.00	Donations Appreciated	\$30.00
	Large Room WITH kitchen	\$50.00	\$175.00	Donations Appreciated	\$50.00
	Small Room (carpeted)	\$25.00	\$80.00	Donations Appreciated	\$25.00
	Security Deposit (refundable)	\$25—\$100 based on use	\$250.00	n/a	n/a
	Pavilion Reservation Deposit	\$30.00	\$30.00	\$30.00	n/a
	Ball Park Pavilion Reservation Deposit	\$20.00	\$30.00	\$20.00	n/a