

TOWN OF LEICESTER APPLICATION FOR USE OF TOWN HALL AUDITORIUM
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Date of application: _____ (45 days notice required for any outside event)

Organization (or) Dept: _____

Name: _____ Phone: _____

Address: _____
(Street) (City) (State) (Zip)

Dates requested: _____ Timeframe: _____

Purpose of event: _____

Number of people expected: _____ Occupancy Limit: 500

In consideration of the Town of Leicester's permission to the undersigned for use of the Town Hall Auditorium in Leicester, MA for the above mentioned date(s) and time;

The undersigned does hereby agree to indemnify and hold harmless the Town of Leicester (hereinafter referred to as the "Town") against any and all claims for damages, on account of injury or death to any person or persons who enters or uses the Auditorium in connection with the activities for which this use is granted, as well as any damages to any property of the Town in or outside of the Auditorium which result from undersigned's use of said facilities;

And it is further agreed by the undersigned that in the event damage is caused to the property of the Town during the utilization of said facilities, the undersigned will pay to the Town, within thirty (30) days after written demand, all costs associated with repair of the Town's property so damaged.

Signature of person responsible: _____

Permission Granted

Permission Denied

“Special Conditions” attached to approval or denial by Town’s facilities manager:

Signature: _____ Date: _____ Applicant contacted: _____

CHECK ALL ITEMS THAT APPLY TO USAGE	
1. <input type="checkbox"/> Used for the purpose of the study	2. <input type="checkbox"/> Used for other purposes
3. <input type="checkbox"/> Used for research	4. <input type="checkbox"/> Used for teaching
5. <input type="checkbox"/> Used for clinical practice	6. <input type="checkbox"/> Used for patient education
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15. <input type="checkbox"/> Used for patient education	16. <input type="checkbox"/> Used for patient assessment
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175. <input type="checkbox"/> Used for patient comfort	176. <input type="checkbox"/> Used for patient satisfaction
177. <input type="checkbox"/> Used for patient education	178

€ \$25 Energy Fee € \$100 User Fee € \$75 Security Deposit (separate) € Certificate of Insurance

€	Custodial Services required
€	Custodial Service Fee required
€	Custodial Fee waived

€	Police Detail required
€	Police Detail Fee required
€	Police Detail Fee waived

Application and Cancellation process:

- Application must be completed and returned to Selectmen's Office or via Fax 508-892-7070 at least forty five (45) days prior to the event
- Security deposit of \$75.00 will be due, if indicated, at least ten (10) days prior to event
- Head Custodian must be notified at least 72 hours prior to cancellation - call 508-892-7063 and leave telephone message on the answering machine to be able to apply for refund of any security deposit
- Deposit may be refunded in full due to inclement weather cancellations
- Deposit shall be released to organization following the event upon recommendation of the Head Custodian, who shall inspect the building and grounds for any damage within 24-hours of event
- Organizations granted use shall be responsible, if indicated, for securing and paying directly for a Special Duty Police Officer(s) – contact the Leicester Police Department directly at 508-892-7010
- Any activity approved shall be in keeping with the purpose of the facility and shall not result in any damage to the facility
- No changes to application previously approved are allowed without permission
- Preference will be given to Town boards and committees (no charge) - to be considered next would be town based organizations or groups, and then taxpayers (fees may be required)

Rules for use of premises:

- Group or organization will have someone in charge to see that all "Special Conditions" are adhered to
- Children must be supervised by adults at all times
- Sneakers must be in used at all times when playing basketball
- No pets are allowed unless approved, or under ADA authority
- No food or drink inside the Auditorium without prior approval
- Alcoholic beverages are prohibited within any Town building or property
- Smoking or illegal substances are prohibited within any Town building, pursuant to Mass General Law
- The placing of nails, tacks, screws, or other fasteners, or the defacing of any surface, is prohibited without the select permission of the Head Custodian. You are to leave the Town Hall in the condition you found it.

Documents and/or Fees for submittal:

- Custodial Service Fee - Minimum 4-hour fee at 1½ hourly wage may be required, as indicated on Page 1
- Usage Fee - \$100 per day may be required, as indicated on Page 1
- Energy Fee - \$25 per day may be required, as indicated on Page 1
- Security Deposit - \$75 per event may be required, as indicated on Page 1

- *Fees are due and payable to the Town of Leicester at least ten (10) days prior to the event.*
- ***Certificate of Insurance - organizations may be required to provide a Certificate of Insurance, as indicated on reverse side***
- *At least ten (10) days prior to the event – have your insurance company fax to 508-892-7070 attention: "Town Hall Rental" indicating the following coverage:*
- ***Property & Liability coverage - aggregate property and bodily injury liability limit of \$1,000,000 naming the Town of Leicester as Certificate Holder***