

Date of Application: _____

TOWN OF LEICESTER
APPLICATION FOR USE OF TOWN HALL AUDITORIUM

Organization (profit/nonprofit): _____

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

Name of person responsible: _____

Date(s) to be used: _____ Time: _____

Purpose: _____

Number of people expected: _____

1. This application must be completed and submitted to the Town Hall Building Commission at least sixty (60) days prior to the event.
2. The Town Hall Building Commission must be notified if event is cancelled. In order to receive a refund of security deposit, the Head Custodian must be notified at least 72 hours prior to cancelled event. Refunds of deposit will be paid in full due to inclement weather cancellations.
3. Organizations granted use of the Auditorium may be required to provide a certificate of insurance for property & liability coverage with an aggregate property and bodily injury liability limit of \$1,000,000 naming the Town as a named insured and certificate holder at least five (5) days prior to the event.
4. All organizations granted use of the Auditorium shall provide the Town of Leicester with a security deposit of \$75.00 at least five (5) days prior to the event. The deposit shall be released to the organization after the event upon recommendation of the Town Hall Custodian who shall inspect the building and grounds for any damage from the event within twenty-four (24) hours from the day of the event.
5. Organizations granted use of the Auditorium shall be responsible for securing and paying for a special duty Police Officer or more than one Officer as determined by the Town Hall Building Commission.
6. No alcoholic beverages shall be served or carried on Town property without a permit issued by the Board of Selectmen.
7. Pursuant to Massachusetts General Laws, smoking is not permitted within any town building.
8. Any activity for which an application is approved shall be in keeping with the purpose of the facility and shall not result in any damage to the facility. No changes are allowed without prior approval. The placing of nails, tacks, screws, or other fastenings or the defacing of any surface is prohibited without the permission of the Town Hall Building Commission.
9. Sneakers will be in use at all times when playing basketball.
10. The group or organization will have someone in charge to see that all conditions are adhered to.

11. Town based organizations and taxpayers will be given preference after town boards and committees for use of the Auditorium.
12. Town boards and committees shall have preference for use of the Auditorium at no charge.
13. No pets are allowed.
14. Children must be supervised by adults at all times.
15. A four-hour minimum custodian fee will be charged for each organization or group using the Town Hall based on the custodian's hourly rate at time and one-half. (Custodial services may be waived at the discretion of the Town Hall Building Commission).
16. Organizations granted use of the Auditorium shall pay a usage fee of \$100 per diem, and an additional energy use of \$25 per diem for use of the hall in the months of November through March, inclusive. Usage fees are due and payable at least five (5) days before the day of the event.
17. The Town Hall Building Commission may, at their discretion, waive the usage fee but not the energy fee, for non-profit organizations.

KNOW ALL MEN BY THESE PRESENTS that in consideration of the Town of Leicester's permission to the undersigned for use of the Auditorium in Leicester, MA on _____ at (time) _____ for the purpose of _____
 The undersigned does hereby agree to indemnify and save 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 within the Auditorium which results from the undersigned's use of said facilities during said use.

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 by the Town Hall Building Commission, all costs of repair to the Town's property so damaged.

Dated at Leicester, Massachusetts, this ____ day of _____, 2004.

Witness to signatures: _____

Signature of person responsible: _____

Please print name: _____ Address: _____

Phone Numbers: (H) _____ (W) _____

TOWN HALL BUILDING COMMISSION: Permit Granted ___ Permit Denied ___ Date _____

Signature _____
 Chairman, Town Hall Building Commission

Reason if Denied: _____

Copy given to:	Applicant _____	Custodian _____	Police _____
Fees Applied:	___ Usage Fee	___ Custodial Fee	___ Liability Certificate
	___ Energy Fee	___ Police Officer	___ Security Deposit