

APPROVAL PROCESS:

For use of any town building, this form must be submitted to the Selectboard's Office and is approved by the Selectboard at a regular meeting.

This form requires approval from the Fire Chief for use of the fire station.

The reservation fee is **\$100**. Some of the fee **may** be returned, at the discretion of the Selectboard, upon satisfactory inspection of the building after use.

All payments shall be made by check payable to **Town of Dalton**. Reservation fees may be escrowed. Town property used for business purposes are subject to fees ranged from \$100 to \$500 with no reimbursement.

REVOCAION OF PERMIT: Non-compliance with this policy could result in revocation of permits by the Selectboard.

The maximum capacity of the town building, requested is _____ persons.

Date of Use: _____ Start Time: _____ End Time: _____

Property being Used: _____ Purpose: _____

Equipment Needed: Tables _____ Chairs _____ Fee \$ _____ Paid _____

I agree to the above statement and instructions: _____
(Signature of Responsible Party)

Approved: _____ Date: _____

Administrative Assistant and / or Selectperson

Fee due \$ _____

Date Paid: _____ Check # _____

Person Collecting Fee/Telephone Number: _____

Building Key(s) Provided: _____ Date Provided: _____

(Signature of Responsible Party)

Building Key(s) Returned Date: _____ Received by: _____

Date of Policy Adoption _____