

TOWN OF DALTON
756 Dalton Road
Dalton, NH 03598

Request to use: _____

PERMIT REQUEST TO USE TOWN PROPERTY

Date: _____

Group: _____

Name/Contact: _____

Telephone: _____

Address: _____

I, _____ on behalf of _____ understand that use of Town Property is a privilege extended to me and that this permit may be cancelled with no notice due to a Town emergency requiring use of said property. Further, that failure to comply with the requirements of this permit as outlined below shall result in cancellation of this permit.

INDEMNIFICATION: Definitions -

- A. INDEMNITOR – User of Town Facilities
- B. INDEMNITEE – Town of Dalton

Indemnitor agrees to indemnify indemnitee from any and all liability, loss or damage including but not limited to bodily injury, illness, death, or property damage that indemnitee becomes legally obligated to pay as a result of claims, demands, costs of judgments against indemnitee arising out of use of Town Property caused by or arising out of the negligence, fault breach of use permit or strict liability of the indemnitor, the indemnitee or third parties whether such negligence, fault breach of use permit or strict liability is sole, joint, or several.

PERMITTED USES: Town facilities may be used for non-profit and for profit events subject to the approval of the Dalton Selectboard. Town Facilities may not be used for any religious purposes.

REPAIRS OF FACILITIES: User agrees to replace or repair any and all Town Property damaged during the use of said Town Property.

SECURING TOWN FACILITIES: User agrees to be responsible for the following:

1. Floors are not to be damaged or scratched while using town property.
2. All chairs and tables must be properly stowed away, according to the custodian's specifications.
3. Arrangements for keys are made in advance of the event, specific to each building/department policy. Please inquire.
4. All trash is to be cleaned up and removed by person using the facility and disposed of properly.
5. If used during the event, the kitchen must be cleaned.
6. Lower thermostat to 60 degrees prior to leaving (\$50 fee imposed)
7. This permit is to be displayed during the event.

RULES WITHIN TOWN FACILITIES:

1. No smoking is allowed in any town building.
2. No use of alcohol is allowed in any town building.
3. All trash generated from the event must be removed from the premises for proper disposal.
4. Parking shall be in designated areas only.
5. No Candles or open flames are allowed in any town building.
6. Any decorations must be removed immediately after the event or facilities use.

Request to Use Town Property

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 or the Town Administrator during public office hours.

This form requires approval from the Fire Chief for use of the building with attendance of 50 or more persons.

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 ranging from \$100 to \$500 with no reimbursement.

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

Number of attendees for this event: _____

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: _____

Town Administrator or Selectperson

Fee due \$ _____

Date Paid: _____ (Checks only are accepted) 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 _____