

APPLICATION FOR USE OF WILLIAMSBURG TOWN FACILITIES # _____

This form must be returned to the Board of Selectmen at least 7 days prior to an event. All requests must be made on this form. A separate form must be completed for each occasion except those organizations granted long term use under Part IA of the policy. Certificates of Insurance will be required if applicable.

NAME OF ORGANIZATION OR INDIVIDUAL: _____

NAME OF RESPONSIBLE REPRESENTATIVE: _____

SPECIFIC SPACE(S) REQUESTED: _____

DATE DESIRED: _____ TIME: FROM _____ TO: _____

ALTERNATE DATE: _____ TIME: FROM _____ TO: _____

PURPOSE FOR WHICH THE SPACE IS TO BE USED: _____

EQUIPMENT OR SPECIAL ARRANGEMENTS NEEDED: _____

WILL ADMISSION BE CHARGED?: YES _____ NO _____

I, as official representative of the organization indicated above, have read the policy governing the use of town facilities and am empowered to guarantee that this organization will comply with them in full.

SIGNED: _____ DATE: _____

OFFICE HELD: _____ TELEPHONE: _____

ADDRESS: _____

FOR OFFICE USE ONLY

THE USE OF THE REQUESTED TOWN FACILITIES ON APPLICATION # _____ IS APPROVED _____ NOT APPROVED _____ SUBJECT TO THE FOLLOWING CONDITIONS:

1. Fee charge(see part III of the policy) A _____ B _____ C _____
2. Police required: YES _____ NO _____
3. Equipment approved (specify): _____
4. Space(s) approved: _____
5. Other conditions: _____

DATE: _____ CHAIR, SELECTBOARD: _____