

Town of Eastham

## APPLICATION FOR THE USE OF TOWN OWNED BUILDINGS

Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Organization or Group: \_\_\_\_\_ Local Sponsoring Organization: \_\_\_\_\_

Person responsible for the obligation of the group: \_\_\_\_\_

Address \_\_\_\_\_ e-Mail \_\_\_\_\_ Phone \_\_\_\_\_

Area or Facilities Needed: \_\_\_\_\_

Purpose of Building Use: \_\_\_\_\_

Communit(y)ies to be served \_\_\_\_\_

Profit or Non-Profit Organization: \_\_\_\_\_

Total # of Persons expected \_\_\_\_\_ Maximum # expected at any one time \_\_\_\_\_

Special Equipment Required: (Please check all that apply)

Room: \_\_\_\_\_ Police Coverage: \_\_\_\_\_ Sound System: \_\_\_\_\_

Floor Mike: \_\_\_\_\_ Movie Screen: \_\_\_\_\_ Laptop: \_\_\_\_\_ Power Point: \_\_\_\_\_ Podium: \_\_\_\_\_

TV/VCR: \_\_\_\_\_ Extra Tables: \_\_\_\_\_

Other

\_\_\_\_\_  
Fees to be assessed by the Town: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Collected by: \_\_\_\_\_

**I AM THE PERSON RESPONSIBLE FOR THE OBLIGATION OF THE GROUP. I HAVE READ THE ATTACHED REGULATIONS AND UNDERSTAND THEM, WITH THE ACKNOWLEDGMENT THAT ANY ADDITIONAL EXPENSES INCURRED WILL BE PAID BY MY ORGANIZATION AND THAT ANY VIOLATION OF THE RULES OF THE TOWN OF EASTHAM MAY JEOPARDIZE FUTURE USE OF THE BUILDING.**

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**This application is recommended for approval and reservation made according to the above information with the understanding that all Town policies and regulations will be followed.**

\_\_\_\_\_  
TOWN ADMINISTRATOR/DESIGNEE

\_\_\_\_\_  
DATE

Reservation entered on: \_\_\_\_\_ by \_\_\_\_\_

Approved by Board of Library Trustees on August 27, 2016.