

**Town of Parsonsfield**

**Application for Use of Town Municipal Building**

**634 North Rd. Parsonsfield, ME 04047**

**207-625-4558**

Date of Application: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone Numbers Email Address: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Number of people attending function: \_\_\_\_\_

**Maximum Capacity for any one event is 160**

**Approved** with Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Not Approved** with Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cost for: School Events \_\_\_\_\_ Non Profit Organizations \_\_\_\_\_

Business \_\_\_\_\_.

The Town of Parsonsfield has the right to cancel an event.

Costs associated with all event types are subject to change at any time.

# **Town of Parsonsfield Municipal Building Use Policy**

**634 North Rd, Parsonsfield, ME, 04047 207-625-4558**

The Parsonsfield Municipal Building is a multi-purpose building. The purpose of this policy is to regulate its use to ensure maximum benefit to the people of Parsonsfield and our School District Community consistent with needs of the Town.

1. Applicants (or event organizer) shall be solely responsible for any special lighting, sound amplification, tables, chairs or other needs to the extent that the Town is not able to provide such items. The relocation or modification of Town lighting and electrical fixtures is strongly prohibited.
2. Maximum seating capacity for any (one) event shall not exceed 160 people.
3. Alcohol Use: **No Alcohol** use, during any event is permitted, inside or outside the building.
4. There will be **No Gambling** allowed inside our outside the building at any event. There shall be no use other than proposed use stated in the Application.
5. Kitchen Appliances: The appliances in the kitchen may not be used. (Stove and Refrigerator) The kitchen must be cleaned if used.
- 6 . You are responsible for the security of the portion of the building which you are using, including areas that you have access to, (bathrooms, hallways, etc.) By your use of the premises, you agree to indemnify and hold harmless the Town, its employees and officers against any claim, demand or damages arising out of your use of the premises, including reasonable attorney's fees and other costs of defense thereof.
7. **NO SMOKING** inside the building or within 30 feet outside of the building
8. **NO FIRE** of any kind shall be started inside or outside and around the building. Fire extinguishers are to be used in case of emergency only.
9. There is to be - NO TAPE, STAPLES, PUSH PINS used to put up decorations.
12. All floors must be swept, vacuumed and washed. Tables counters, appliances used should be wiped down.

13. Bathrooms should be clean of debris and waste.
14. Before leaving the premises, close all windows you opened and turn off all lights and turn down heat.
15. Secure all entrance and exit doors you used. Do not allow anyone into the building when you leave.
16. Adult supervision is required at all times for school age activities or when minor person's are present.
17. Should police supervision be necessary, it shall be the responsibility of the renter to arrange and provide required funds.
18. You are liable for any damage or stolen property.
19. Any props, equipment, food, accumulated trash from the event must be removed at the conclusion of the event being held. You are responsible for restoring the premises and Town equipment to the locations and condition in which each was in at the commencement of occupancy.
21. Setting up for your event should start no earlier than 8:00 A.M. and the facility must be vacated no later than 9:00 P.M. In the event you may need more time to set up, special arrangements can be discussed.
22. Facilities are subject to being closed due to inclement weather, loss of electrical service or other emergencies.
23. Anyone found in violation may be ordered to close the event, be required to leave the premises, have future events be made subject to conditions, or denied permission to use Town facilities for future events.
24. The Town of Parsonsfield has the right to require proof of an insurance policy for use of the facility, in such amounts of coverage the Town deems appropriate, and which insurance may be required to name the Town as an additional insured.
25. No person shall park any vehicle or motorcycle in any parking space designated as "Handicapped" or "Disabled" parking unless the vehicle or motorcycle bears a special registration plate or placard issued under M.R.S.A. 29-A section 521 or 523, or similar plate.
26. No person shall park any vehicle in any other place or manner which obstructs vehicular or pedestrian traffic. No parking allowed on North Road/Route 160.

**Town of Parsonsfield**

**634 North Rd.**

**Parsonsfield, ME 04047**

**207-625-4558**

**Release and Indemnification for General Liability on Town Property**

**In consideration of the Town of Parsonsfield, Maine having permitted the undersigned to use or occupy the Town of Parsonsfield, Municipal Building for the following purpose \_\_\_\_\_, on the following date(s) \_\_\_\_\_. The undersigned hereby releases and forever discharges the Town and its officials, agents and employees for all suits, claims, demands, whatsoever, including negligence, which he or she or his or hers heirs or assigns may ever have for any personal or bodily injury, death or property damage arising out of or resulting from, in whole or in part, the undersigned's use of the premises as above described.**

**The undersigned further agrees, for him or herself and his or her heirs or assigns, to defend and indemnify the Town and its officials, agents, and employees against all such suits, claims and demand by any third party, including invitees and others and save them forever harmless there from and upon demand, to obtain liability insurance in the form and amount satisfactory to the Town. Insurance Coverage May Be Required. For use of the building two copies of Certificate of Insurance naming the Town additionally insured must be provided. The proof of insurance must be provided \_\_\_\_\_ before the event.**

**By his/her signature, the undersigned hereby acknowledge that he or she has read and understand this Release and Indemnification.**

**Dated \_\_\_\_\_**

**Signed: \_\_\_\_\_**

\_\_\_\_\_  
**Payment \_\_\_\_\_ Security Deposit \_\_\_\_\_**

**Proof of Insurance If Required: \_\_\_\_\_**