TOWN of Greenville MAINE

FOR OFFICE USE ONLY
Clerks Initials_____
Date:_____

Facilities Use Application

LOCATION

☐ Town Office Meeting Hall—7 Minden St.

☐ Public Safety Building—10 Minden St.

☐ Other _____

Start Date:_____ End Date:_____

Start Time:_____ End Time:_____

Expected number of attendees:_____

CONTACT INFORMATION

Name:_____ Phone Number:_____

Email Address:_____

Street:_____ Town/State/Zip:_____

EVENT

Organization/Group:_____

Type of Event:_____

Will you need use of the TV? ☐ Yes ☐ No

Will you need to rearrange the room? ☐ Yes ☐ No

USE AGREEMENT

Listed below are the conditions of use. Please read thoroughly and sign below. Signing below indicates that you have read and understand your responsibilities for use of the facility.

- Our organization agrees to help keep facilities clean by picking up trash items, putting furniture back in place, turning off the lights and other small tasks necessary to insure that facilities stay clean.
- Our organization agrees that any damage caused will be the FULL responsibility of the organization that has requested use of the facility.
- Our organization agrees to request certain equipment well in advance of the event (such as owl, computer or tv) and is responsible for any damages.
- Our organization understands that the Town of Greenville retains the rights to deny the use of the facilities to any group which has not demonstrated appropriate conduct and care of the facilities on previous occasions. Alcohol is prohibited on campus. No open flames.
- $50 cleaning fee required for residents / $100 cleaning fee required for non-residents

Signature:_____ Date:_____