

Facilities Use Application
Town of Manchester
Department of Leisure, Families, and Recreation

Applicant/Organization: _____

Address: _____

Person responsible for activity: _____

Dates to be used: _____ Number of participants expected: _____

Telephone: _____ E-mail: _____

Facility Requested: _____

Room(s) requested: _____

Brief description of proposed use:

Will at least 51% in attendance be Manchester residents? YES ___ NO___

Will tickets, admission, fees, pledges, or donations be collected for this event? YES___NO___

If yes, explain: _____

Are sales or money transfers planned to take place at this event? YES___ NO___

If yes, explain: _____

User Signature: _____

Date: _____

-----For Departmental Use Only-----

Building Rental Fee: _____ Additional Fees Charged: _____

Total Amount Due: _____ Fee Received By: _____ Date: _____

Application Approved: YES___ NO___ By: _____ Date: _____

Staff Comments:

Facilities Use Agreement

It is the Town of Manchester's desire that all patrons who periodically use a Town of Manchester building, room, field, or other Town of Manchester property are able to enjoy the Facility. This agreement has been set in place to achieve that goal.

This agreement by and between the Town of Manchester Department of Families, Leisure, and Recreation, the Town, and _____ (Name of Representative of Your Organization), the User, allows _____ (Name of Organization) to use _____ (Name of Facility) provided that the following terms and conditions are met:

It is Therefore Agreed By and Between the Parties:

- Fee Agreement.** User agrees to pay the Town of Manchester _____ for the use of the premises.
- Non-Fee Agreement.** In consideration for the benefit of using Owner's facilities, the User agrees to abide by all of the terms and conditions of use described in this agreement.

1. The User agrees not to use the premises for any unlawful purposes, and will obey all local, state, and federal laws, rules, and regulations while using the above described facilities.
2. The User agrees to indemnify, defend and hold harmless the Town of Manchester, its officers, employees, and agents from any and all claims, damages, losses, and expenses, including legal fees arising in and from the activities of the User and/or User's guests or invitees during the term of the building use agreement.
3. The User agrees to take sole responsibility for any and all set-up and breakdown requirements that the User may have. The User will be responsible for preparing for use, and returning to pre-use condition, all areas of the premises which are utilized. All tables and chairs should also be returned to their pre-use location.
4. The User shall pick up, bag, and remove all trash generated by all activity in any way connected with its use, leaving the facility clean of all trash and litter. Failure to remove trash from the premises may result in the assessment of a clean-up fee.
5. The User shall provide the Town of Manchester with a current and valid certificate of liability insurance in the amount of \$2,000,000 policy aggregate with a \$1,000,000 limit per occurrence. The certificate must state the date range, identify the facility/park/field(s) to be utilized, and list the Town of Manchester as additional insured. Please have these three (3) forms submitted by mail or e-mail two weeks prior to your anticipated use of the facility.

6. In the event that the facility is damaged, the User shall be charged for all resulting janitorial and/or repair fees and costs, including time and materials, incurred by the Town of Manchester.

7. Facility use forms should be submitted at least two (2) weeks in advance unless prior authorization is granted by a building administrator.

8. A Town of Manchester staff person is required to be on site during all events and activities in the building. As a result, we request that event cancellations be submitted at least one (1) week in advance, unless prior arrangements are made with a building administrator. Failure to provide adequate cancellation notice may result the assessment of fees to offset staffing costs.

Signature: _____ Date: _____