



TOWN OF TRURO TRURO COMMUNITY CENTER

Facility and Equipment Use Application

Official Use Only:
Date Rec'd _____
Time Rec'd _____
Est. Fee _____

Each application must be accompanied by full payment for the intended use made payable to the "Town of Truro". If the request is denied, the original check will be returned. Payment is due on the 1st of each month for ongoing monthly rentals. Please note that fees may be adjusted according to the extent of the request.

Organization Name: _____

Non-Profit: YES* NO
* Documentation **Must** be Submitted

Contact/Responsible Person: _____ **Email:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell Phone:** _____

Type of Function (Be Specific): _____

Room(s) Requested: _____
(Multipurpose Room, Truro Room, Pamet Room, COA, Recreation, Kitchen)

Date(s) Needed: _____ **Day:** _____ **Recurrence:** _____

Alternate Date(s)/Day: _____

Timeframe: Set-up: _____ Event Start: _____ Event End: _____ Clean up finished by: _____

Number of Persons Anticipated in Attendance (high estimate): _____

Will Funds Be Raised or Admission Charged: YES* NO **Alcohol Served:** YES* NO
* Pre-approval from Selectmen Required

Custodial Help: YES NO **Room Set-up Request:** YES NO

Equipment Requested (Be Specific): _____
(# of Chairs, # of Tables, Screen, Podium, Audio, etc.)

Please Use Additional Sheet for Other Information

The requesting group/individual assumes all responsibility for those attending and agrees to hold harmless and indemnify the Town of Truro, its employees, and volunteers for any accident or injury that may occur while on the Community Center property for the above stated activity. In addition, the securing of the facility and all damages which occur during said use are the sole responsibility of the requesting group. It is understood that additional building monitors and/or custodial or Police services may be required at additional cost. All **Community Center Use Policy and Building Information** apply to the Permission to Facility and Equipment Use Application.

The undersign has read and fully understands the above stated policies, rules, procedures, and regulations set forth by the Town of Truro for rental/use of the Truro Community Center facility and equipment, and agrees to adhere to these policies under any and all circumstances and takes full responsibility.

Contact/Responsible Person Signature: _____ **Date** _____

Town Manager's Signature of Approval: _____ **Date** _____