

Payment Method/Date:
Key Returned/Facility Cleaned:

MUNICIPAL OFFICES BUILDING MEETING ROOMS & GYMNASIUM
EDWARD SINGER COMMUNITY CENTER

Facility Use Form

Date Submitted: _____ Email: _____

Contact Person: _____ Phone #: _____

Mailing Address: _____

Organization: _____ Nature of Program: _____

Starting Date: _____ *Ending Date: _____

Days of the week: _____ Time: _____

Area Requested (circle one): Large Conference Room Small Conference Room Gymnasium
Town Hall Kitchen Singer Community Center (Grange) Singer Community Center Kitchen

CLEANING DEPOSIT: _____ KEY DEPOSIT: _____ RENTAL FEE (NON-RESIDENT): _____

**Please note that this form is only valid for three months after the date submitted.* If the program's duration persists longer than three consecutive months, a new form will need to be filled out. Also, please be advised that any town sponsored events or programs will take precedence over all over submitted activities.

I understand that the Municipal Offices Building is a chemical free facility. No drugs or alcohol shall be carried onto or used in or on the premises. There is no smoking anywhere inside the building. Tobacco products shall be disposed of properly in the receptacles provided outside the doors.

I have read and understand the policies and regulations governing the use of the Municipal Meeting Rooms/Gymnasium and Singer Community Center. I accept full responsibility for the activities of the group I am representing in this agreement.

ARRANGEMENTS TO OBTAIN KEYS MUST BE MADE WITH THE TOWN SECRETARY WHEN THIS FORM IS COMPLETE.

Lessee / Applicant

Town Secretary / Kate Matthews

The Board of Selectpersons reserves the right to abrogate an agreement when it deems that extenuating circumstances exist or it would be in the best interest of the Town. In this situation all deposit/payments made to the Town will be refunded in full.

CERTIFICATE OF INSURANCE RECEIVED (circle one) YES NO
IF NO, INDEMNIFICATION AGREEMENT SIGNED YES NO

RELEASE AND INDEMNIFICATION AGREEMENT

for Use of Town of Naples Facility

I/we release and forever discharge the TOWN OF NAPLES and its officers, officials, employees and agents, in their public and private capacities, from any claims, actions, liability and expenses of any nature by me/us or my/our heirs, assigns or personal representatives resulting from any cause, including negligence and specifically including the negligence of the TOWN OF NAPLES and its officers, officials, employees and agents, arising out of or as a result of the use of a town facility for my/our function.

I/we waive any right to sue and promise not to sue for any cause, including negligence and specifically including the negligence of the TOWN OF NAPLES and its officers, officials, employees and agents, arising out of or as a result of the use of a town facility for my/our function.

I/we agree to defend, indemnify and hold harmless the TOWN OF NAPLES and its officers, officials, employees and agents, in their public and private capacities, from any and against all claims brought against it or them arising out of or as a result of the use of a town facility for my/our function.

Signature(s) of Releaser(s)

Date

Print Name(s)

Witness

Date