

APPLICATION FOR COMMUNITY USE OF TOWN HALL

Name of Organization:

Individual submitting application:

Address:

Telephone:

Fax:

Profit or Non-Profit Status:

Room Requested:

Arrangements for access?

Date/Hours Requested-start and finish:

Nature of Activity:

Estimated Attendance:

Is Activity open to the General Public?

Evidence of Insurance attached? (needed before event)

Insurance not required for Town of Redding Departments, Boards, or Commissions; Redding Board of Education

Please print name of contact person WHO WILL BE present during this activity:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone number

"Application to be placed on the agenda for the next Board of Selectmen Meeting"

If the activity falls outside of regular Town Hall hours (m-f 9am - 4:30pm), I (we) agree to hire a town security custodian for the duration of the event. If the estimated attendance exceeds 75 people, we agree to hire one police officer for parking/traffic control.

On behalf of the above organization, I acknowledge that all municipal buildings are required by law to be smoke-free and that this organization agrees to accept responsibility for any damage to town-owned property incurred during the hours of the activity.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date