TOWN OF CLARSBURG
TOWN FACILITIES USE REQUEST FORM

(TO BE COMPLETED AND SUBMITTED 15 DAYS PRIOR TO USE DATE)

USE FEE: **$100.00 non resident ___**
REQUESTED: **$100.00 non profit**
$75.00 Resident

FACILITY

Recreation Field ____
Town Hall Field ___
Town Hall ___

NAME OF INDIVIDUAL/ORGANIZATION_____

ADDRESS_____

CONTACT PERSON_____ **PHONE NO.** _____

USE DATE _____ **TIME FROM**_____ **TO**_____

ALTERNATE DATE _____ **TIME FROM** _____ **TO** _____

TYPE OF USE: (Please be specific as to nature of event and specific activity)

_____

_____

SPECIAL PROVISONS NEEDED _____

I/we release and hold harmless the Town of Clarksburg for all liability arising out of my/our use of Town Facilities as requested above. I/we accept responsibility for any damage to the property. I/we waive and release any and all rights and claims for damages I/we or my/our guests may have against the Town of Clarksburg for injuries as consequences of my/our us of Town facilities.

_____ _____
Signature **Date**

_____ _____
Approved **Date**

RULES AND REGULATIONS FOR THE USE OF THE RECREATION FIELD ON BACK SIDE OF REQUEST APPLICATION MUST BE SIGNED BY APPLICANT.

THE RECREATION COMMITTEE AND/OR BOARD OF SELECTMEN RESERVES THE RIGHT TO CANCEL OR RE-SCHEDULE THE DATE OF ANY SCHEDULED ACTIVITY AT THE FIELD GIVING 24 HOUR NOTICE.

SATURDAY AFTERNOON AND ALL DAY SUNDAY – THE FIELD WILL NOT BE ELIGIBLE FOR USE FOR ANY LEAGUE FUNCTIONS.

THE RECREATION COMMITTEE AND/OR BOARD OF SELECTMEN WILL ONLY ALLOW FIELD USE TO SMALL NON-PROFIT ORGANIZATIONS.

---

*Events and activities must be conducted in a well controlled, responsible manner.
*Absolutely no liquor is to be consumed on premises unless a special license has been obtained by a licensed caterer, who has at least one-million-dollar Liquor Liability Insurance Policy.
*No alterations to structures or grounds.
*Property must be kept clean and returned in a clean, usable form. Proper care in responsibility of the Recreation Field is that of the individual or organization in charge of the field. All debris must be taken away by the individual or organization in charge of the field. **Barrels are provided, bring your own liners.**
*Decorations may be put up but taken down at the end of the event.
*No motorized (non-emergency) vehicles are allowed on the Recreation Field at any time unless proper authority is received from the Administrative Office.
*A 9:00 PM curfew is on all Recreation Field activities unless other arrangements are made, in advance, with the Administrative Office.
***NO OPEN FIRES**. Fires must be contained. Example: gas grill, barbecue grill, open grill barrel etc.
*Police patrol will be done at all activities. At the discretion of the Police Department and/or Board of Selectmen, Police Officers may be requested to be hired by the organization/individual.
*All School and Town related activities will have priority over any outside of Town activity.
*Permission to use the Town Facilities will be revoked and any further use of the Facilities will be denied if any of these rules and regulations are not upheld.

ABSOLUTELY NO PARKING IS ALLOWED ON THE MAIN ROAD (WEST CROSS ROAD).
DESIGNATED PARKING AREAS ARE:

- **THE RECREATION FIELD'S PARKING AREA**
- **THE TOWN GARAGE PARKING AREA (ACROSS THE STREET FROM THE FIELD)**
- **THE ELEMENTARY SCHOOL'S FRONT PARKING AREA**

ANY VEHICLE FOUND PARKING ON WEST CROSS ROAD WILL BE TOWED AT THE OWNER'S EXPENSE. THIS WILL BE ENFORCED

I have read the above regulations and understand the conditions set forth in them.

_____ _____

Signature Date