

Town of Wallingford
Town Hall Building Use Application and Agreement Form

A. Application

We _____ hereby make application for use of the
(organization)
_____ for the following dates _____ during the
(area of building)
following times _____ for the following purpose _____.

B. Terms of Agreement

1. If a key is borrowed, then:
 - A. It will not be given to another person.
 - B. It will be returned to the Town Administrator per the agreement.
 - C. All lights, doors, etc. will be checked before leaving the building.
 - D. If a key is borrowed and unaccounted for or lost, the applicant is liable for any and all expenses to rekey the locks.

2. Liability: It is agreed that the Town of Wallingford does not assume any liability for the acts of the organization using the Town Hall, nor for damages, theft or other loss of personal property brought onto the town's premises.

3. Responsibility: The above organization agrees to assume the full cost of repair or replacement of any and all equipment or facilities lost or damaged by improper use. A \$25 cleaning fee is required and will be refunded if the premises are left in the condition they are found. All trash will be removed from the building by organization. The premises will be left in the condition they are found.

4. All local ordinances for police and fire protection must be observed. No alcoholic beverages or smoking are allowed on the premises.

5. Police Supervision Required: (Be specific) _____

6. Special Insurance Required: (Be specific) _____

As an officer or representative of the above organization, I will take full responsibility for complying with the terms of this agreement and the Town Hall Building Use Policy regarding use of the Town Hall facilities and equipment.

Date _____

(Print Name) Email: _____ Phone: _____
(Signature)

Address: _____ Phone: _____

Approved by: _____ Date: _____
_____ \$25 cleaning fee received _____ \$25 cleaning fee returned
(Date) (Date)

