

TOWN OF SPRINGFIELD
2750 MAIN STREET, PO BOX 22
SPRINGFIELD, NH 03284-0122
PHONE (603)763-4805 FAX (603)763-3336
www.springfieldnh.net

Application for use of Town Facilities

Name _____
 Address _____
 Phone _____
 Date & Time Requested _____

Facility:

Town Hall/Church	Upper _____	Lower _____	Both _____
Recreation Field	Upper _____	Lower _____	Both _____
Memorial Building Lower Meeting Room	_____		
Library Meeting Room	_____		
Fire Station Meeting Room	_____		
Other	_____		

Purpose: _____

Custodial Services Required	Yes _____	No _____
Custodian _____	Date _____	Charge _____
Police Services Required	Yes _____	No _____
Police Officer _____	Date _____	Charge _____

Agreement for use of Town Facilities

Charges:	No Charge	_____
	Basic Fee	\$25 _____
	Wedding/Reception	\$50 _____
	Custodial	\$20 per/hr _____
	Police	\$45 per/hr _____
	Deposit	\$100 _____

I/We understate that any and all damages that may occur to the Town Facility and/or equipment will be assessed and billed to the applicant. No alcohol is permitted on/in any of the town facilities. Coverage of liability insurance is the responsibility of the applicant.

Applicant _____

Has been granted () has not been granted () permission.

Board of Selectmen _____

Librarian or Trustee _____

Fire Department _____

BASIC RULES

1. NO smoking in the buildings
2. NO alcoholic beverages on the premises
3. A rental agreement must be signed in advance by the renter, and will include a provision regarding assessment for any damages to the building.
4. All rental costs must be paid to the Town of Springfield and will be refunded only upon cancellation of the event. Deposits against damages will be refunded upon approval of the custodian.
5. All benches, chairs, and tables must be carried (not dragged) across the floor
6. Supervision of restrooms is the responsibility of the lessee
7. During dancing – no cans, bottles, food, etc., will be allowed on the dance floor
8. No posting or marking on walls. No nails, tacks, screws, hooks, bolts, or decorations are to be attached to the walls at any time. No decorations allowed on lighting fixtures. All decorations must be free standing and must be non-flammable/flame resistant.
9. Conservation of water in the kitchen and restrooms is a must. Turn off all appliances and lights and be sure any opened windows are closed and secure before leaving. Secure the alarm system.
10. Unless a complete meal is being served which requires setting up tables in the entire area, a special section of the hall should be designated for the sale and consumption of food and drink. Tables and folding chairs may be placed in the designated area to accommodate consumers.
11. NO food or drink is allowed in the town hall/church upper level
12. Tables and chairs are not for rent

NO CUSTODIAL NEEDED MEANS YOU REMOVE ALL RUBBISH, RETURN ALL BENCHES TO PROPER PLACES, YOU CLEAN THE KITCHEN AND BATHROOMS AND YOU SWEEP. YOU LEAVE THE PLACE (INSIDE AND OUT) AS CLEAN AS WHEN YOU ENTERED. IF YOU WANT THE TOWN CUSTODIAN TO DO THIS WORK, THERE WILL BE A CHARGE.