

Town of Monkton Facility Use Application

Name of Applicant	
Contact Person	
Mailing Address	
Email Address	
Phone Number	
Describe Activity/Event or Use	
Number of Attendees	

	Facility	Dates	Start Time	End Time*
	Community Room			

*Include set up and tear down time.

Rental Fee Schedule

Municipal Group: Town of Monkton boards, committees, officials, staff, volunteers, employees, and others invited or approved by the Selectboard, for municipal purposes.	No Charge
Civic Group Resident: Other groups or persons serving the civic, cultural, educational, social, historical and/or recreational interests of residents of the Town of Monkton and not deriving a profit. Application required. May need insurance.	No Charge
Civic Group Non-Resident: Other groups or persons serving the civic, cultural, educational, social, historical and/or recreational interests of the larger local community, including, but not limited to residents of the Town of Monkton. Application required. May need insurance.	No Charge

Private Non-profit Group: Town of Monkton residents and businesses for private non-profit making purposes (this may include wedding receptions, graduations, showers, business celebrations). Application required. Liability insurance required.	\$75/2 hour \$10/hour thereafter
Commercial Group: Commercial, profit making purposes. Application required. Liability insurance required.	\$100/hour

AGREEMENT TO TOWN OF MONKTON FACILITY USE POLICY

I have read the Town of Monkton Facility Use Policy and agree to its provisions.

INDEMNIFICATION AND HOLD-HARMLESS

I agree to indemnify and hold-harmless the Town of Monkton, its officers, agents, and employees from any and all loss or liability which may result from the claims of injury to person or property from any cause arising out of or during the use and occupancy of the Facility by Applicant and Applicant's guest, agents, employees or service providers.

Date: _____

Print Name: _____

_____ Approved _____ Denied

_____ Rental Fee of \$_____ paid in full.

_____ Security Deposit of \$250.00 (required for Commercial Group or if Alcohol is to be served) received.

_____ Key Deposit of \$50.00 paid in full.

_____ Adequate Parking.

_____ Adequate Sanitary facilities.

Required Insurance Types:: _____

Other Conditions:

The Facility will not be booked until any and all Rental Fees, Deposits have been received and all other conditions, including any required insurance have been met. The key deposit will be refunded upon return of the key and certification that the Facility was left in satisfactory condition. The Security Deposit will be returned upon certification that the Facility was left in satisfactory condition.