

HARWICH COMMUNITY CENTER
APPLICATION FOR USE OF FACILITIES

Rec'd ___/___/20___	Booked _____
Fee \$ _____	Sportsman _____
Paid: _____	Web _____
Deposit Rec: _____	Returned: _____

1. Date(s) & Day(s) of the Week _____

2. Time of Event From _____ a.m. / p.m. To _____ a.m. / p.m.

Preparation/Clean-up Time From _____ a.m. / p.m. To _____ a.m. / p.m.

3. Organization _____

Contact Person _____ Phone _____

Mailing Address _____

Email _____

4. Purpose of Use _____

Community Served _____

5. Space Requested Activity Room (Classroom) Multi-Purpose (Lg.) Kitchen Gym

7. Room Set-Up: _____

Mic/Podium Projector TV / DVD

6. Approximate Number to Attend _____

Admission Fee: Yes No If YES, price: Adult _____ Child _____

7. Does this organization carry liability insurance? Yes No

If yes, please attach Certificate of Insurance & indicate amount \$ _____

8. Agreement: I (we) have read the rules and regulations and fully understand their contents. I (we) accept the responsibility for proper use of the facilities and for the actions and conduct of the above group using Community Center facilities for this function/these functions. I (we) agree to provide adequate adult supervision at all times during the use of the facility. I (we) will assume all responsibility for all fees, charges and damage claims resulting from such use of the facilities. I (we) understand any advertising for this event outside the building MUST FOLLOW THE SIGN CODE FOR THE TOWN OF HARWICH. These codes may be obtained from the Harwich Building Commission.

Signature _____

Contact Info: Same as above OR Phone _____

Address _____

* Additional fees may be incurred for use of the building outside of normal hours of operation.

Additional Reservation Dates:

9. Does this organization grant permission for the Harwich Community Center to put this event up on their online calendar?

Yes No

If YES, please fill out the information below:

Brief description of event/class: _____

Contact information available to the public:

Contact Person _____ Phone _____

Email _____