

## HARWICH COMMUNITY CENTER

### Application for Use of Facility

100 Oak Street, Harwich, MA 02645  
(508) 430-7568

App. Rec'd ____/____/____	Booked by _____ date _____
Fee amount \$ _____	M.C.C. by _____ date _____
Date paid _____ ch. # _____	confirm. by _____ date _____
Web request: yes no	Web complete date _____

Application also available on line at <https://www.harwich-ma.gov/community-center> use "Reserve a Room" drop down

1. Date(s) & Day of Week \_\_\_\_\_ (SEE BACK FOR ADDITIONAL DATES)
2. Time of Event From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  
Preparation /Clean-up time From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm
3. Organization \_\_\_\_\_
4. Contact Person (for reservations) \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing address \_\_\_\_\_  
Email address \_\_\_\_\_
5. Dept. Employee (if Town Program) onsite **and** responsible at time of event \_\_\_\_\_
6. Purpose of Use \_\_\_\_\_
7. Community Served \_\_\_\_\_ 7. Approximate number to attend \_\_\_\_\_
8. Is this group (circle one) **PRIVATE** or **OPEN to everyone that wants to participate?**  
**Below Circle all that apply**
9. Space Requested: Activity Room Multi-Purpose Room Gym Kitchen
10. Equipment Requested: Mic/Podium Portable projector Pull down projector screen Easel  
Hearing Assistance Equip white Brd.(on wall of rm 2-5 & Center rm) Portable PA
11. Room set up \_\_\_\_\_ (please refer to set up book for choices or draw custom set up on Custom Set Up Sheet)
12. Does this organization carry liability insurance? Yes No  
If yes, please attach Certificate of Insurance & indicate amount \$ \_\_\_\_\_
13. Does this Organization grant permission for the Harwich Community Center to put this event on the online calendar? Yes No (IF YES SEE BACK FOR FURTHER INFO)
14. Agreement: I (we) have read the **ROOM USE FEES** page available at the front desk of the building or online at <https://www.harwich-ma.gov/community-center>. I (we) will assume all responsibility for all fees, charges and damage claims resulting from such use of the facility. I (we) have read the rules and regulations listed on the back of this document and fully understand and will comply with the 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) are responsible for the advertising of this event(s) and any signs outside the building must follow the sign code for the Town of Harwich. These codes may be obtained from the Harwich Building Commission.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Contact Info. is the same as above OR complete below  
Phone \_\_\_\_\_ Address \_\_\_\_\_  
Email \_\_\_\_\_

### **Additional reservation dates:**

Utilize a separate application if additional dates are at a different time of day or length of time.

## **Rules/Regulations for facility use:**

- Application submissions are reviewed by the Facility Administration to be certain that all activities are in keeping with the mission statement of the facility and meet Town requirements.
- The facility will be used only for purposes outline on this application.
- Prior to use Groups/Organizations must have submitted the completed application, payment, insurance certificates and any applicable licensing required.
- All food/beverage must be packaged or prepared by a professional kitchen (see information from the Health Dept.)
- No alcohol or smoking is allowed anywhere on or in Town property.
- Space used must be returned to its original condition, please *close* any window opened.
- Nothing can be mounted on or adhered to any wall or surface.
- All equipment borrowed must be returned in its original condition.
- Groups/Organizations must strictly adhere to use times outlined on the application.
- Groups/Organizations may not block emergency exits or passageways in the Facility or on Facility grounds.
- It is understood that programming for the Town of Harwich, as well as cases of an emergency, may necessitate groups/organizations to experience room assignment change and possibly cancellation.
- \$50 no-show fee is invoiced to groups failing to give advanced notice of cancellation.

## **Details for the Harwich Community Center online calendar**

*Brief description of event/class:*

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Please list the contact information that will be available to the public either online or in Community Center publications.

**Contact name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Contact email:** \_\_\_\_\_

(5/23)