

FOR OFFICE USE ONLY

CLERKS INITIALS \_\_\_\_\_

DATE \_\_\_\_\_

## **GREENVILLE TOWN OFFICE MEETING FACILITY**

**7 MINDEN STREET P 207-695-2421 F 207-695-4611**

### **REQUEST FOR USE OF FACILITY**

**DATES OF EVENT \_\_\_\_\_ TIME(S) \_\_\_\_\_**

**ORGANIZATION \_\_\_\_\_**

**CONTACT NAME \_\_\_\_\_**

**CONTACT PHONE NUMBER \_\_\_\_\_**

### ***Facility Use Agreement***

**Listed below are the conditions of use. Please read thoroughly and sign below. Signing below indicates that you have read and understand your responsibilities for use of facilities.**

- ***Our organization agrees to help keep facilities clean by picking up trash items, putting furniture back in place and other small tasks necessary to insure that facilities stay clean.***
- ***Our organization agrees that any damage caused will be the FULL responsibility of the organization that has requested use of our facility.***
- ***Our organization agrees to request certain equipment well in advance of the event (such as projector or tv) and is responsible for any damages. Please check off any equipment needed:  
Projector \_\_\_\_\_ TV \_\_\_\_\_ Computer \_\_\_\_\_ Coffee Maker \_\_\_\_\_***
- ***Our organization understands that the Town of Greenville retains the rights to deny the use of the facilities to any group which has not demonstrated appropriate conduct and care of the facilities on previous occasions.***

**SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

Please note that if your organization needs the facilities after hours or on the weekends, you will need to contact the police department to unlock the door. There may be a delay if the officer is on a call.