



Town of Freeport
30 Main Street
FREEPORT, ME 04032
(207) 865-4743 FAX 865-0929

Request for Use of Town Council Meeting Room

Organization/Individual making request _____

Organization type: Governmental Non profit For profit/individual
(Priority for use shall be in this order: Governmental, Non profit, For profit / individual)

Description of proposed use _____

Contact/Title _____

Address _____

Day Phone _____ Evening/Cell Phone _____

Day/Date(s) of Activity _____ Location _____

Arrival Time _____ Time of Activity _____ End Time _____

RULES, REQUIREMENTS & FEES

- **Hours/Days Available:** The Town Council Chambers are available for rent during normal business hours: Monday – Thursday, 7:30 a.m. – 6:00 p.m. Use outside of normal business hours shall be at the discretion of the Town Manager. Use outside of normal business hours will be dependent on availability of an individual authorized to unlock and/or lock the building. Additional charges for unlocking and locking the building may be required for use outside of normal business hours, and will be determined on a case by case basis.
- **Capacity:** No more than 75 people can occupy the room at any time.
- **Parking:** Groups renting the Town Council Chambers shall require all participants to park in the lower parking lot during Town Hall business hours.
- **Alcohol:** No alcohol is allowed in the Freeport Town Hall.
- **Charge:** \$50 for half day (~ five hours) and \$100 for full day (~ ten hours). Cash or check only. No charge for use by government agencies providing services to Freeport residents.
- **Room Condition:** Renters are responsible for setting up chairs, tables as desired and returning furniture as found.
- **Insurance:** Groups/individuals are required to provide proof of liability insurance - \$400,000 Bodily Injury & Property Damage naming the town as additional insured*.
- The Town shall indemnify and hold harmless the USER from claims, suits or liabilities resulting from the negligence of the Town, its officers, agents and employees. The USER shall indemnify and hold harmless the Town its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the USER.
- *Continued on next page*

RULES, REQUIREMENTS & FEES, *continued*

- The USER shall hold harmless, indemnify and defend the Town against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inaction of the USER related to its use or operation of the premises. The Town shall hold harmless, indemnify and defend the USER against liabilities, expenses and losses imposed upon them as a result of the actions or inaction of the Town's employees, officers or agents related to its ownership of the Premises. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the USER, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA Section 8101 et seq. or any other privileges or immunities as may be provided by law.

**If the group does not currently have insurance they may check with their personal agent or purchase it through the TULIP program at www.ebi-ins.com/tulip.
The Town's TULIP ID number is 0419-005

I hereby acknowledge and agree that the event sponsor and the participants will comply with all applicable laws of the State of Maine and the Town of Freeport, and adhere to the conditions granted by this application.

Signature of authorized representative: _____

Printed name: _____ Date: _____