



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

Request for Use of Town Property

Please note: All requests for groups/individuals to use town property need to be approved by the Town Council at a regularly scheduled Town Council meeting. Requests must be submitted two weeks prior to the Town Council Meeting in order to be placed on the Agenda (Please contact the Town Manager's office at 865-4743 x121 or check the Town's Website at www.freeportmaine.com for Town Council meeting schedule).*

Sunday, 8/20/2023 Location Memorial Park, 19 Bow St. Freeport, ME

Arrival Time 5:30 pm Time of Activity 6 pm End Time 7 pm

Name of Event Adult Education HiSET Graduation

Description of Event Graduation ceremony for Adult Ed. students 2022-2023

List all activities & equipment/materials to be used on town property (food/retail sales, portable potties, etc.) folding chairs, podium, non-alcoholic sparkling cider

Please note that Food Carts are NOT allowed on public property.

A Detailed Plan/Diagram of all event activities must be included with your request.

If event is anticipated to affect traffic in any way (e.g. road race) or number of participants is expected to exceed 250, a Special Event Permit from the Freeport Police Department is required.

Organization/Individual making request Freeport Community Programs

Non-Profit Profit

Contact/Title Lynn Kovitch, Adult Education Coordinator / Peter Wagner Director

Address 17 West St. Freeport, ME 04032

Day Phone 865 6171 ext. 322 Cell Phone 207 515 4620 * Email KovitchL@RSU5.org

- * Requests for Winslow Memorial Park Group Shelters are approved by the Winslow Park Manager. Contact Neil Lyman, Park Manager, at 865-9052 or 865-4198 for more information.
- * Bow Street Park Requests must be pre-approved by the Town Clerk prior to submission of this form (Christine Wolfe, 865-4743 x123).

RULES & REQUIREMENTS

Groups/individuals are required to provide proof of liability insurance - \$400,000 Bodily Injury & Property Damage naming the town as additional insured*.

If alcohol is to be served, a caterer is required and the caterer is also required to show proof of insurance with both General Liability and liquor liability and naming the town as additional insured.

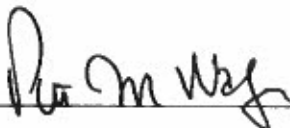
For events where alcohol is to be served, an off duty Freeport police officer is required to be present for the duration of the event, to be hired at the expense of the applicant.

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.

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: Peter Wagner Date: 7/31/23

*** RETURN COMPLETED FORM & CERTIFICATE OF INSURANCE TO THE FREEPORT TOWN MANAGER'S OFFICE AT LEAST TWO WEEKS PRIOR TO THE TOWN COUNCIL MEETING AGENDA YOU WANT YOUR REQUEST TO BE CONSIDERED.**

Authorizing Authority Use Only

Date received: _____

By: _____

Denied Approved Approved with conditions Date notified: _____

Conditions: _____



MSMA Property & Casualty Trust

Request for Certificate of Insurance for Additional Insured

A copy of the agreement/contract with the organization allowing use of facility is required in order to produce the certificate. The certificate will be emailed to the certificate holder if an email address is provided.

Table with 3 columns: MEMBER: ie. AOS, MSAD, RSU, Unions, School System; DATE; CONTACT NAME. Rows include RSU5, WAGNERP@RSU5.ORG, 7/31/2023, 207-865-6171 X323, PETER WAGNER, 207-865-2855.

All sections must be completed in their entirety or certificate may not be produced.

Description of Activity

ADULT EDUCATION GRADUATION CEREMONY

Table with 2 columns: DATE: 8/20/2023; TIME: 6:00 PM

Group Sponsoring Activity

RSU5 COMMUNITY PROGRAMS

Table with 2 columns: NUMBER OF STUDENTS INVOLVED: 7; GRADE LEVEL OF STUDENTS: ADULT; NUMBER OF CHAPERONES: N/A

Organization that is Allowing use of Facility/Equipment to be listed as additional insured. Please confirm the organization's proper name so it is correctly listed on the certificate.

Table with 2 columns: NAME: TOWN OF FREEPORT, MAINE; MAILING ADDRESS: 30 MAIN STREET; TELEPHONE: 207-865-4743; FAX: N/A; CITY, ST, ZIP CODE: FREEPORT, ME 04032

Location of Activity (If Different Than Above)

Table with 2 columns: NAME: MEMORIAL PARK; ADDRESS: 19 BOW STREET; TELEPHONE: 207-865-4743; CITY, ST, ZIP CODE: FREEPORT, ME 04032

Primary Contact at Above Organization (Email is the preferred method of providing.)

Table with 2 columns: NAME: CAROLINE PELLETIER; ADDRESS, CITY, ZIP CODE: 30 MAIN STREET - FREEPORT, ME 04032; TELEPHONE: 207-865-4743; EMAIL: CPELLETIER@FREEPORTMAINE.COM

Send completed form to Anita Folckemer EMAIL: afolckemer@msmaweb.com

DIRECT LINE: (207) 626-5445 * FAX: (207) 626-2968 * TEL: 800-660-8484