 TOWN OF SHELBURNE

FACILITY USE APPLICATION

P.O. Box 88 Shelburne, VT 05482 (802) 985-5110 / Fax: (802) 985-9550

[www.shelburnevt.org](http://www.shelburnevt.org)

|  |  |
| --- | --- |
| Name of Group/Organization |  |
| Name of Contact Person |  |
| Mailing Address  (street, city, state, zip) |  |
| Email Address |  |
| Phone Number |  |
| Type of event/rental purpose |  |
| Approx. number of attendees |  |

Please check the facility desired and fill in the dates and times of use requested

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FACILITY** | | | **DATE(S)** | **START TIME** | **END TIME** |
| Parks & Recreation |  | Activity Room |  |  |  |
|  | Gymnasium |  |  |  |
|  | Athletic Field |  |  |  |
|  | Beach |  |  |  |
|  | Tennis Court |  |  |  |
| Municipal |  | Meeting Room 1 |  |  |  |
|  | Meeting Room 2 |  |  |  |
|  | Meeting Room 1 & 2 |  |  |  |
|  | Staff Room/Kitchen |  |  |  |
| Library |  | Large Community Room |  |  |  |
|  | Activity Room |  |  |  |
|  | 1st Floor Conference Room |  |  |  |
|  | 2nd Floor Conference Room |  |  |  |
| Town Hall |  | Main Level |  |  |  |
|  | Lower Level |  |  |  |
|  | Main & Lower Level |  |  |  |

Each distinct facility may have additional rules for use that apply to that specific location. User groups will be given any additional rules, guidelines, and occupancy details at the time of facility reservation.

Alcohol may be served only in the Library or Town Hall, and only if served by a licensed caterer and if a current, valid certificate of liability insurance of at least $1,000,000/occurrence, naming the Town as an additional insured, is submitted to the Town in sufficient time prior to the event to confirm its validity.

**FACILITIES AND FEE SCHEDULE**

|  |  |  |
| --- | --- | --- |
| MUNICIPAL | Shelburne Resident/Business | Non-Resident/Business |
| Meeting Room 1 | $15/hour | $25/hour |
| Meeting Room 2 | $15/hour | $25/hour |
| Meeting Room 1 & 2 | $30/hour | $50/hour |
| Staff Room/Kitchen | $15/hour | $25/hour |

|  |  |  |
| --- | --- | --- |
| LIBRARY | Shelburne Resident/Business | Non-Resident/Business |
| Large Community Room | $20/hour | $30/hour |
| Activity Room | $20/hour | $30/hour |
| 1st Floor Conference Room | $10/hour | $20/hour |
| 2nd Floor Conference Room | $10/hour | $20/hour |

|  |  |  |
| --- | --- | --- |
| PARKS & RECREATON | Shelburne Resident/Business | Non-Resident/Business |
| Rec. Activity Room | $15/hour | $25/hour |
| Gymnasium | $30/hour | $40/hour |
| Athletic Field | $30/hour/field | $40/hour/field |
| Tennis Court | $20/hour/3 courts | $30/hour/3 courts |

|  |  |  |
| --- | --- | --- |
| TOWN HALL | Shelburne Resident/Business | Non-Resident/Business |
| Main Level | $30/hour | $40/hour |
| Lower Level | $15/hour | $25/hour |

**INDEMNIFICATION and HOLD-HARMLESS:** Renter agrees to indemnify and hold the Town, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility by Renter and Renter’s guests, agents, or employees.

The required certificate of liability insurance is in place or has been waived by the Town Manager. \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Return completed form to appropriate Town contact**

● Parks & Recreation - Sue Craig [scraig@shelburnevt.org](mailto:scraig@shelburnevt.org) (802) 985-9551

● Municipal - Sue Moraska [smoraska@shelburnevt.org](mailto:smoraska@shelburnevt.org) (802) 264-5039

● Library and Town Hall– Kevin Unrath [kunrath@shelburnevt.org](mailto:kunrath@shelburnevt.org) (802) 985-5124

**For Office Use Only**

Type of User Group: Fee Rate per hour: $ \_ \_\_\_/hr. Ins. Certificate rec’d: \_ \_\_\_\_

Amt. Paid: \_\_\_\_\_\_ Payment Date: \_\_\_\_\_\_ Check # \_\_\_\_\_\_