



## Use of Facilities Form for Putnam Municipal Complex

This application must be submitted to the Town of Putnam Mayor’s Office at least 14 days in advance.

Name of Organization:

Date of Event:

Time of Event:

Is this a recurring event:

Required time of access to facility:

Type of Organization: (please check one)

Town Official Boards, Commissions & Agencies

Town Based Groups Non-Profit

Town Based Groups for Profit

Out of Town Groups

Estimated attendance:

Permission is requested for the following room(s). Note, Town may substitute room choice at their discretion.

Room 201 (Upstairs Conference Room)

Room 113 (Community Room)

Room 112 (Community Room)

Room 109 (Selectmen’s Chambers)

Equipment Desired:

Projector

Screen

Additional Requests for equipment:

Representative responsible for use of the facility:

Address:

Phone:

Email:

\_\_\_\_\_  
Signature – Applicant

Date:

\_\_\_\_\_  
Signature – Town Hall Designee

Date:

\_\_\_\_\_  
Signature – Director of Maintenance

Date:

**General Conditions of Use:**

This is a public facility. Town may cancel your request at any time as necessary for the benefit of the Town. Please note, any exceptions to the following rules:

Community Room is open for use Monday – Thursday 8:30 AM – 8:00 PM, Friday 8:00 AM – 5:00 PM, Saturday 10:00 AM – 5:00 PM. Saturday use may incur custodial fee.

No decorations, nothing attached to the walls. No food or drink. No glitter or confetti. Lighted candles not permitted. Applicant must supply all necessary equipment for their event. Projector and screen available in room 109 only, with Town approval. Applicant to clean up and return facility to condition prior to use.

This is a public facility. Please note below if your event is not open to the public: [Click or tap here to enter text.](#)

Applicant Comments:

Town Response:

**Insurance Requirement:**

Applicant shall provide a Certificate of Insurance, listing the Town of Putnam as additional insured, in a minimum amount of \$1 million per occurrence. This certificate must be received by the Town of Putnam, Mayor’s Office, at least 5 days prior to date of event.

**Hold Harmless Stipulation:**

In exchange for the consideration given by the Town of Putnam in permitting the use of Town property, the undersigned User agrees that it shall not hold the Town of Putnam responsible for any claims or injuries of any nature whatsoever that may arise out of the use of property. The undersigned User further agrees to indemnify and hold the Town harmless from any and all claims, losses, damages, judgments, costs, settlements, fines, penalties, and expenses (including legal fees) that the Town may incur, directly or indirectly, as the result of the use of the property, including with limitation claims, losses, etc. that may result from a claim by the User or a member of the User or by a third party.

\_\_\_\_\_ Date:  
Signature – Applicant

\_\_\_\_\_  
Name of Organization

By: \_\_\_\_\_ Its:

<p>Fees for Use of Facilities (if applicable)      Calendar booked</p> <p><b>Office Use Only</b></p> <p><b>If applicable, fees must be received by the Town at least 3 days prior to event.</b></p> <p>Custodial Staff    Number of Hours _____    Rate _____    Total Cost: _____</p> <p>Checks should be made payable to Town of Putnam. No cash payments will be accepted.</p>
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