



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: [Click or tap here to enter text.](#)

Date of Event: [Click or tap to enter a date.](#) Time of Event: [Click or tap here to enter text.](#)

Is this a recurring event: _____

Required time of access to facility: [Click or tap here to enter text.](#)

Type of Organization: (please check one)

- Town Official Boards, Commissions & Agencies
- Town Based Groups Non-Profit
- Out of Town Groups Non-Profit

NOTE: Town facilities are not available for use by for- profit entities

Estimated attendance: [Click or tap here](#)

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)
- Other: _____

Library Program rooms and study rooms may be requested through the library.

Additional Requests: [Click or tap here to enter text.](#)

Representative responsible for use of the facility: [Click or tap here to enter text.](#)

Address: [Click or tap here to enter text.](#)

Phone: [Click or tap here to enter text.](#)

Email: [Click or tap here to enter text.](#)

Signature – Applicant

Date: [Click or tap here to enter](#)

Signature – Town Hall Designee

Date: [Click or tap here to enter](#)

Signature – Director of Maintenance

Date: [Click or tap here to enter](#)

General Conditions of Use:

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

The Community Room is open for use Monday – Thursday 8:30 AM – 8:00 PM, Friday 8:00 AM – 5:00 PM. No decorations, nothing attached to the walls. No food or drink. Room must be empty at the time noted. No glitter or confetti. Lighted candles are not permitted. Applicants must supply all necessary equipment for their event. The Town will deny future requests for any conditions not followed. Projector and screen available in room 109 only, with Town approval. Applicant to clean up and return facility to condition prior to use. There are no kitchen facilities for public 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: [Click or tap here to enter text.](#)

Town Response: [Click or tap here to enter text.](#)

Insurance Requirement:

The 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 the 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.

Signature – Applicant

Date: [Click or tap here to enter text.](#)

Name of Organization

By: _____

Its: [Click or tap here to enter text.](#)

OFFICE USE ONLY

Calendar booked ____

If applicable, fees must be received by the Town at least 10 days prior to the event.

Custodial Staff: Number of Hours: _____ Rate: _____ Total Cost: _____

Checks should be made payable to the Town of Putnam. No cash payments will be accepted.

Town Comments/specific instructions: _____