

### 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.