

SEBAGO TOWN HALL/RECREATION CENTER
Facility Use Form

Date Submitted: _____

Name of Applicant/Organization: _____ Phone: _____

Address: _____

Sebago Resident/Property Owner

Non-Resident

Nature of Event: _____

What portion(s) of the Town Hall and its facilities do you need to use?

Gym (Upstairs)

Dining Area (Downstairs)

Both

DATE IN: _____

TIME IN: _____

DATE OUT: _____

TIME OUT: _____

NOTE: Any person or groups sponsoring events at which alcohol will be consumed must hire a licensed caterer.

The combination to the Town Hall door may be obtained by calling Leslie Hayes, Recreation Director at 595-4018 or the Town Office at 787-2457 at least 48 hours prior to the event.

I have read and understand the policies and regulations governing the use of the Town Hall/Recreation Center. I agree to abide by the terms included therein and accept full responsibility for the activities of the group(s) I am representing in this agreement.

Lessee: _____
Signature _____ Print Name _____

OFFICE USE ONLY

Deposit Due: \$ _____

Rental Fee Due: \$ _____

Deposit Paid: \$ _____

Rental Fee Paid: \$ _____

Approved: _____
Title _____

Date Approved: _____

The Board of Selectmen reserves the right to abrogate an agreement when it deems that extenuating circumstances exist or it would be in the best interest of the Town. In this situation all deposits/pre-payments made to the Town will be refunded in full.

<p>SEBAGO TOWN HALL/RECREATION CENTER Facility Use Form</p>

CHECKLIST FOR TOWN HALL USE

Please check that the following is true prior to vacating the premises.

- ☐ 1. Lights are off
- ☐ 2. Doors are closed when leaving
- ☐ 3. All areas are left clean (floors swept, bathrooms and kitchen cleaned)
- ☐ 4. All tables and chairs are returned to their normal places
- ☐ 5. Garbage has been removed from the premises (not left outside the Town Hall)
- ☐ 6. All windows and exterior doors are closed and locked