Town of Somers

Application for Building Usage
2012

Building Being Requested (i.e., Kibbe Fuller, Town Hall):_____

Organization:	
Address/City/State/Zip:	
Contact Name:	
Telephone No:	Cell No:
Email Address:	

As a representative of my organization, I have read the rules and regulations regarding the Town of Somers Building Usage Policy as adopted, and signify the intent of our group to use them in accordance with said policy. I have attached a current copy of proof of insurance as coverage for this activity/program, which lists both the Town of Somers and the Somers Board of Education as additionally insured.

_____ _____

Date Signature of Representative

No of Participants:	Room Req:	Admission Chg: ___Yes___No
Description of Activity/Program:		

Date(s) Requested:
Time:
Special Requests:

When using this facility on the weekends, you must make arrangements to remove your trash**.** The restrooms are cleaned and re-stocked with paper products on Fridays; we are not responsible for maintaining the facilities over the weekend. You must also ensure that the facility is returned to its prior condition and that all outside doors are locked, windows closed, lights turned off, and heat lowered.

Office Use Only

Request Granted:_____ Comments:_____

Request Denied:_____ Comments:_____

Police Required: ____Yes____No

Usage Fee to be Charged: $ _____ Paid On;_____ Check #/Cash:_____

_____ _____

Date Town Representative

January, 2012