

**TOWN OF RICHMOND
PUBLIC FACILITIES APPLICATION FORM**

Date of Application: _____

Note: Town of Richmond User Fee is due at time of Application. User Fee Enclosed: \$_____

ORGANIZATION/GROUP/INDIVIDUAL

A. Name: _____

B. Contact Person: _____

C. Mailing Address: _____

D. Telephone No. [HOME]: _____
[WORK]: _____

Facility Requested: _____

Date(s) Requested: _____

Time Requested: _____

DETAILS OF USE

General Description: _____

Number of Participants: _____ Number of Spectators: _____

Refreshments: YES _____ NO _____ IF YES, DESCRIBE: _____

Admission charge/other fees: YES _____ NO _____ If YES, describe charge or fee: _____

Anticipated total revenues from fees: _____

Is the applicant a bona fide non-profit organization organized under the laws of Maine?
YES _____ NO _____

Proof of insurance attached: YES _____ NO _____ If NO, explain reason it is not needed: _____

DEPARTMENT HEAD RECOMMENDATION

APPROVE: ____ DENIED: ____

Comments/conditions of use: _____

DATE:

[DEPARTMENT HEAD SIGNATURE]

TOWN MANAGER APPROVAL

APPROVE: ____ DENIED: ____

Comments/conditions of use: _____

DATE:

[TOWN MANAGER'S SIGNATURE]

SELECTBOARD APPROVAL [IF APPLICABLE]

APPROVED: ____ DENIED: ____

Comments/conditions of use: _____

DATE:

[CHAIRMAN'S SIGNATURE]