

APPLICATION FORMS

1. Application for use of the Community Center must be made in the Board of Selectmen's Office. The "Application for Use of the Community Center" and a "Hold Harmless Agreement" must be completed 14 days prior to the event.

COMMUNITY CENTER ACCESS

1. The key to the Community Center is located at the Police Department. The applicant named on the application form will be the only person who will have access to the key. Please have identification ready when obtaining the key at the Police Department.
2. The key must be returned to the Police Department on the day that event concludes.

HOUSEKEEPING RULES

1. The responsible applicant must be present during the entire event.
2. All athletic event participants and exercise programs must wear sneakers or similar soft soled footwear.
3. The Community Center must be cleaned the day of the event, once the event has concluded.
4. The floor must be swept clean of any trash.
5. All trash must be bagged and placed in the plastic container located outside of the back door of the Community Center.
6. Applicants must provide their own trash bags.
7. Applicant will be responsible for any damages within or outside of the Community Center. This will result in automatic loss of security deposit.
8. All lights, except the security lights over the entrances, will be turned off upon leaving.
9. A security check should be made of the building before leaving to be certain that the building is properly vacated.
10. All exits will be closed and properly locked when leaving.

FEES – DEPOSITS

1. The rental fee for the Community Center is \$ 25.00 per hour (minimum 2 hours, maximum \$ 100.00) (non-refundable)
2. The security deposit for the Community Center is \$100.00 (refundable)

The rental fee may be paid in cash or check made payable to the Town of Westport; but the security deposit must be paid in cash. The security deposit will be returned once an inspection of the building is completed and found to be in proper condition according to the rules.

****In the event that the Community Center is not used for the requested event, both rental fee and security deposit will be returned to applicant.**

Having read the above application forms, community center use, housekeeping rules and fees /deposits sections of this application, the undersigned fully agrees to adhere to the rules of use for the Community Center.

Printed Name of Applicant

Date of Application

Signature of Applicant