

TOWN OF ST. GEMAIN FACILITY USAGE AGREEMENT

(As provided in Chapter 17 – Community Parks & Buildings Usage, St. Germain Code of Ordinances)

Rental Agent Use
 Key
 fob # _____
 Security
 code # _____

Facility Requested

Community Center Gym (w/o kitchen)	Large Pavilion (w/kitchen)	Ball Field (North)
Community Center Gym (w kitchen)	Large Pavilion (North)	Ball Field (South)
Chamber of Commerce Shelter	Small Pavilion (South)	Vandervort Park
Com. Cntr. Room #2	Com. Cntr. Room #3	Com. Cntr. Room #4
Com. Cntr. Room #5 (town use only)	Com. Cntr. Room #6	Key Fob (single use)

Start date __: __ am/pm End date __: __ am/pm Purpose

Facility Usage Requested By

Name	Address	City, State, Zip
Email	Phone	Organization
Driver license #		

User Agreement

The assigned security Code/Fob is your responsibility. DO NOT share this Code/Fob with anyone. You must use your Code/Fob to enter the building and you may also be required to use it to lock the building upon your departure. You may be held responsible for any unauthorized use or damage that may occur during the times the electronic system indicates the building was access by your Code/Fob.

A person of at least 18 years of age must be present at all times and assumes responsibility for any damage during the time your Code/Fob is recorded in use.

You may request that your Code/Fob be deactivated if you suspect that it has been comprised in any way. You may also deactivate your Code/Fob if suspicious activity or misuse of the facility is suspected at any time.

Key Fob must be returned **WITHIN 48 HOURS** after end of event..

I acknowledge receipt of the St. Germain Code of Ordinances, Chapter 14—Alcohol Control.

I assume responsibility for the facility during the time the electronic security Code/Fob is assigned to me.

Save completed form to your device then send it as an email attachment to: info@st-germain.com

Electronic signature	Date
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Rental Agent Use

Usage fee \$	Date rcvd	Facility dep \$	Date rcvd
Key	Code	Fob	Security dep \$
			Date rcvd