

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

<input type="checkbox"/> Community Center Gym (w/o kitchen)	<input type="checkbox"/> Large Pavilion (w/kitchen)	<input type="checkbox"/> Ball Field (North)
<input type="checkbox"/> Community Center Gym (w kitchen)	<input type="checkbox"/> Large Pavilion (North)	<input type="checkbox"/> Ball Field (South)
<input type="checkbox"/> Chamber of Commerce Shelter	<input type="checkbox"/> Small Pavilion (South)	<input type="checkbox"/> Vandervort Park
<input type="checkbox"/> Com. Cntr. Room #2	<input type="checkbox"/> Com. Cntr. Room #3	<input type="checkbox"/> Com. Cntr. Room #4
<input type="checkbox"/> Com. Cntr. Room #5 (town use only)	<input type="checkbox"/> Com. Cntr. Room #6	<input type="checkbox"/> 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.

Signature _____ Date _____

**Upon completion, deliver or e-mail to
St. Germain Chamber of Commerce
(info@st-germain.com)**

Rental Agent Use

Usage fee \$ _____ Date rcvd _____ Facility dep \$ _____ Date rcvd _____

Key Code Fob Security dep \$ _____ Date rcvd _____