



Building Use Permit Application

Name of Organization: _____ **Application Date:** _____

Applicant Name: _____ **Position/Title:** _____

Billing Address: _____

Contact Phone #: _____ **Email Address:** _____

SINGLE USE

Date: _____ **Start Time:** _____ **End Time:** _____

RECURRING USE

Start Date: _____ **End Date:** _____

Mondays: Time _____ to _____
 Tuesdays: Time _____ to _____
 Wednesdays: Time _____ to _____

Thursdays: Time _____ to _____
 Fridays: Time _____ to _____
 Saturdays: Time _____ to _____

Total Number of Hours Requested: _____

- Private Rental**
 Non-Profit Rental
 Recurring Non-Profit Rental (requires min. 8 reservations)

Building Charges						
	✓	Private Rental/Other	✓	Non-Profit	✓	Recurring Non-Profit
Blackburn Total Building		\$120.00 / hour		\$60.00 / hour		\$30.00 per hour
Upstairs Blackburn Hall		\$80.00 / hour		\$40.00 / hour		\$20.00 per hour
- With A/V equipment (& technician)		+ 50.00 / hour		+ \$25.00 / hour		+ \$25.00 / hour
- With Bounce House (& technician)		+ 50.00 / hour		+ \$25.00 / hour		+ \$25.00 / hour
Lower Blackburn Hall		\$40.00 / hour		\$20.00 per hour		\$10.00 per hour
Studio East		\$40.00 / hour		\$20.00 per hour		\$10.00 per hour

Total Fee Rate _____ x _____ total number of hours = **Building Charges Subtotal:** \$ _____

Mandatory Staff Charges	
\$10.00 / hour per Recreation staff	

x _____ number of hours +1 (½ hour prep before & after) **Staff Charges Subtotal:** \$ _____

TOTAL RENTAL CHARGE (Building + Staff Charge): \$ _____

Final payment is due 30 days after the invoice is issued.

** Recurring Non-Profit groups may waive the Mandatory Staff Charge subject to compliance with suitable arrangements made with the Recreation Department.*

Standard Conditions and Regulations

- Permit applicant must be 21 years old.
- All use must comply with the occupancy levels defined by the Building Department and be compatible with the building and surrounding property.
- There will be no smoking in the building or alcohol allowed in the building.
- Food or drink allowed with prior approval.
- Cash security deposit may be required at the staff's discretion to properly protect the building.
- Insurance certificates may be required for unusual events. Certificate should name the Town of Walpole as an "additional insured" with the combined limit for Body Injury and Property Damage \$1,000,000 for each occurrence with a \$1,000,000 annual aggregate.
- Other arrangements or unusual requests may be established and negotiated separately by the Recreation Director as determined in the best interest of the Recreation Department. Arrangements must be in general compliance with the Policy Statement, and be agreed in writing.
- Permit holders should be prepared to present their permit to the Recreation Department, Police Department, and/or DPW as proof of authorization to use the facility.

I HEREBY SIGNIFY THAT I HAVE READ AND WILL COMPLY WITH THESE STANDARD CONDITIONS AND REGULATIONS. ANY BREACH OF THESE CONDITIONS MAY BE GROUNDS FOR REVOCATION OF ANY PERMIT.

Signature of Applicant:

Date:
