

**MILFORD COMMUNITY SCHOOL USE PROGRAM**  
 31 WEST FOUNTAIN STREET, MILFORD MA 01757 (508) 478-1119  
[www.milford.ma.us/mcs](http://www.milford.ma.us/mcs)

**APPLICATION FOR RENTAL OF FACILITIES**  
*Complete form and submit to Community Use Office at least (3) weeks in advance.*

ORGANIZATION \_\_\_\_\_ DATE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

\*This person must be present and available during the entire rental period.

HOME PHONE NUMBER \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ @ \_\_\_\_\_

REQUEST THE USE OF (Circle one or more):                      Meeting Rm.2                      GAR. Hall

FOR THE PURPOSE OF \_\_\_\_\_

**DATE(S) REQUESTED**

Day	Dates	Times to <u>Access</u> the Building From - To

ESTIMATED ATTENDANCE \_\_\_\_\_

ADMISSION CHARGE \$ \_\_\_\_\_

WILL BE USED AS FOLLOWS: \_\_\_\_\_

**APPROVAL FOR USE AS DESCRIBED ABOVE SUBJECT TO ALL CONDITIONS CHECKED BELOW.**

- Payment of fees, responsibility for meeting all conditions, and security of building will be the responsibility of the person signing this application.
- NO SMOKING OR ALCOHOL IS ALLOWED IN PUBLIC BUILDINGS UNDER THE SELECTMEN'S JURISDICTION.
- Rental Fee are as follows: \$50 for the first 3 hours, and if the program runs longer than this length of time, the charge will be \$25 per hour. For your application, the rental fee of \$ \_\_\_\_\_ is due immediately after the rental, by check, payable to MILFORD COMMUNITY SCHOOL USE PROGRAM. Fees are based on times listed above. If changes are made, additional fees may apply.
- Service fees for public safety (police officers/firefighters) MAY be assessed, if, in the opinion of the Police and Fire Chief, such coverage is necessary.
- The Community Use Board/Town of Milford reserves the right to refuse any application at its discretion.
- The building is to be left in the same condition as it was found.
- \_\_\_\_\_ Please check to rent the piano. There is an additional charge of \$25.00 to rent the piano. This fee is waived if you have the piano tuned since you will be charged this cost. The Milford Community Use Office will schedule the tuning and bill you.

**PLEASE NOTE: THE SET-UP AND BREAKDOWN OF ALL TABLES AND CHAIRS ETC. IS THE RESPONSIBILITY OF THE RENTER. A CHARGE OF \$25/HOUR WILL BE ASSESSED FOR SET-UP AND BREAKDOWN AS WELL AS CLEAN UP IF DONE BY A MILFORD COMMUNITY SCHOOL USE EMPLOYEE.**

**\*\*PLEASE INCLUDE FLOOR PLAN FOR REVIEW BY THE FIRE DEPARTMENT\*\***

By signing below, I agree on behalf of the above organization to all the regulations governing the rental of this municipal building.

**APPLICANT NAME (PRINT):** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(Person signing above is responsible for meeting all conditions & payment of all charges.)

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **On calendar:** \_\_\_\_\_

**ORGANIZATION** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CONTACT PERSON & PHONE NUMBER:** \_\_\_\_\_

Please list below all items you are bringing into the Memorial Hall during the rental. These items must be accounted for and removed after your rental. Thank you.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_