

## Facility Use Request Form/Notice of Event

Please complete this form and attach any related materials. Once completed, please return to Waterville Parks and Recreation, 6 Wentworth Ct, Waterville, ME 04901 at least two weeks prior to event. This form may also be faxed to (207) 877-7532.

Name of Organization/Group: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

### **Event Information**

(Please attach any route information to this form)

Event Date: \_\_\_\_\_ Time: (Start) \_\_\_\_\_ (End) \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Description/Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

Approx. Number of Users: \_\_\_\_\_

Admission Fee/Donation:     Y     N     If yes, please specify amount: \_\_\_\_\_

Will you require any special equipment or preparation? \_\_\_\_\_

\_\_\_\_\_

### ***Please sign below:***

In consideration of the City of Waterville granting permission for the activity described above, \_\_\_\_\_

\_\_\_\_\_ agrees to the following:

*\*Please Note: Signature must be from individual or corporation responsible for the event. It cannot be the name of an unincorporated association.*

1. To reimburse the City for any damage to City property arising in any way out of the permitted activity, whether caused by participants, observers or others.
2. To indemnify and hold harmless the City for all claims arising out of the requested activity, whether made by participants, observers or others.
3. To reimburse the City its reasonable attorney's fees in seeking reimbursement for damages to City property, defending against any claims brought against it or enforcing the indemnification and hold harmless agreement.
4. To name the City as an additional insured on its insurance policy *(if required by City Officials)*.
5. To reimburse the City for any clean-up costs associated with the event.

Name of Insurance Carrier: \_\_\_\_\_

Signature & Title: \_\_\_\_\_ Date: \_\_\_\_\_

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***Other Information***

Would you like to have your event listed under News & Announcements on the City of Waterville webpage?    Y    N

If yes, should we post the contact information listed above?    Y    N

Is there other contact information that we should post instead of the information listed above? \_\_\_\_\_

\_\_\_\_\_

***Office Use Only***

Action Taken: \_\_\_\_\_

Conditions/Comments: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_