

Town of Bourne
 Fire/Rescue & Emergency Services
 51 Meetinghouse Lane
 Sagamore Beach, MA 02562
 508-759-4412
 Fax 508-888-2658



DAVID S. CODY
 CHIEF OF DEPARTMENT

APPLICATION FOR THE USE OF TOWN PROPERTY

Individual/Organization: _____
 Home/Business Address: _____
 Mailing Address: _____
 Home/Business Telephone #: _____ Contact Person: _____

I (we) request the use of the following town owned property: Sagamore Station Only

Purpose: _____ Date(s): _____
 Time(s) first person will arrive: _____
 Time(s) last person will leave: _____
 Estimated attendance: _____ Will this affair be policed: _____

Are you a Town of Bourne Department, Committee or Board? Y / N
 Are you a State or Federal Department or Organization? Y / N
 Are you a local, Town of Bourne Non-Profit Organization? Y / N
 Will a fee be charged for admission to this event? Y / N

HOLD HARMLESS AGREEMENT

It is agreed by _____
 Hereinafter called the Organization that the Town of Bourne is absolved of any and all liability brought about by actions of the participants and/or patrons of the organization while using the facilities of the Town of Bourne for the purpose of:

It is further agreed that the Organization accepts the responsibility for any and all damages caused by the participants and/or patrons of the Organization that are determined to be above and beyond what is considered normal wear and tear of the facilities.

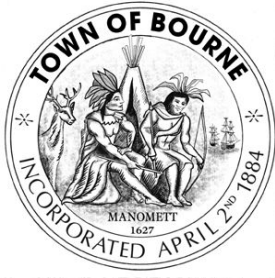
I (we) agree to pay the Town of Bourne's fee: Y / N

Signature of
 Organization: _____

Printed Name: _____

Title: _____ Date: _____

"Smoke Detectors Save Lives"



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Sagamore Meeting Room

The use of Town property must not violate any local, state, or federal law or regulation, and any such violation shall be deemed sufficient cause for the refusal of said use. We do not allow rentals for individual profit, no fee based trainings and/or classes.

Hours of Operation: 8:00 AM through 9:00 PM (augmented by special request)

Available usage: Local, State, County and Regional, Federal Governmental entities and authorities, Local Not for Profit entities. Local groups may include but limited to scouting, local clubs, Self Help type programs etc.)

Fee: There is no fee to the use by Government entities and authorities and other groups as noted above:

Recurring use

Small groups such as village associations, corporate meetings, and depositions will be subject to the fee schedule below.

Up to 4 hours or any portion thereof: \$25.00
More than 4 hours or any portion thereof up to 8 hours: \$50.00

Weekly: (5-7 days per week up to four hours or any portion thereof): \$50.00 per day
Monthly: (5-7 days per week up to four hours or any portion thereof): \$200.00 per week

One time or sporadic usage

Up to 4 hours or any portion thereof: \$25.00
More than 4 hours or any portion thereof up to 8 hours: \$50.00

Use of Audio/Visual equipment \$50.00 per use by renting organization's knowledge staff, an inspection will be required. Outside licensed private entity approved by Town of Bourne to run equipment at the users cost.

Reservations may be cancelled based on the needs of the Town Departments and/or Committees. We will do our best to provide a minimum of 24 hour notice for all cancellations. Fees will be credited for future use, if future use is not needed a full refund from the Town of Bourne will be applied. Groups requesting the cancellation will be issued a credit/refund if cancelled 7 or more days prior to date.

Security Deposit REQUIRED: \$50.00 (refundable upon facility staff inspection)

****Request up to 30 days in advance****

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