



## TOWN OF SHELBURNE FACILITY USE APPLICATION

P.O. Box 88 Shelburne, VT 05482 (802) 985-5110 / Fax: (802) 985-9550

[www.shelburnevt.org](http://www.shelburnevt.org)

Name of Group/Organization	
Name of Contact Person	
Mailing Address (street, city, state, zip)	
Email Address	
Phone Number	
Type of event/rental purpose	
Approx. number of attendees	

Please check the facility desired and fill in the dates and times of use requested

		FACILITY	DATE(S)	START TIME	END TIME
<b>Parks &amp; Recreation</b>		Activity Room			
		Gymnasium			
		Athletic Field			
		Beach			
		Tennis Court			
<b>Municipal</b>		Meeting Room 1			
		Meeting Room 2			
		Meeting Room 1 & 2			
		Staff Room/Kitchen			
<b>Library</b>		Large Community Room			
		Activity Room			
		1 <sup>st</sup> Floor Conference Room			
		2 <sup>nd</sup> Floor Conference Room			
<b>Town Hall</b>		Main Level			
		Lower Level			
		Main & Lower Level			

Each distinct facility may have additional rules for use that apply to that specific location. User groups will be given any additional rules, guidelines, and occupancy details at the time of facility reservation.

Alcohol may be served only in the Library or Town Hall, and only if served by a licensed caterer and if a current, valid certificate of liability insurance of at least \$1,000,000/occurrence, naming the Town as an additional insured, is submitted to the Town in sufficient time prior to the event to confirm its validity.

**FACILITIES AND FEE SCHEDULE**

MUNICIPAL	Shelburne Resident/Business	Non-Resident/Business
Meeting Room 1	\$15/hour	\$25/hour
Meeting Room 2	\$15/hour	\$25/hour
Meeting Room 1 & 2	\$30/hour	\$50/hour
Staff Room/Kitchen	\$15/hour	\$25/hour

LIBRARY	Shelburne Resident/Business	Non-Resident/Business
Large Community Room	\$20/hour	\$30/hour
Activity Room	\$20/hour	\$30/hour
1 <sup>st</sup> Floor Conference Room	\$10/hour	\$20/hour
2 <sup>nd</sup> Floor Conference Room	\$10/hour	\$20/hour

PARKS & RECREATON	Shelburne Resident/Business	Non-Resident/Business
Rec. Activity Room	\$20/hour	\$30/hour
Gymnasium	\$40/hour	\$50/hour
Athletic Field	\$40/hour/field	\$50/hour/field
Tennis Court	\$25/hour/3 courts	\$35/hour/3 courts

TOWN HALL	Shelburne Resident/Business	Non-Resident/Business
Main Level	\$30/hour	\$40/hour
Lower Level	\$15/hour	\$25/hour

**INDEMNIFICATION and HOLD-HARMLESS:** Renter agrees to indemnify and hold the Town, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility by Renter and Renter’s guests, agents, or employees.

The required certificate of liability insurance is in place or has been waived by the Town Manager. \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return completed form to appropriate Town contact**

- Parks & Recreation - Sue Craig [scraig@shelburnevt.org](mailto:scraig@shelburnevt.org) (802) 985-9551
- Municipal - Sue Moraska [smoraska@shelburnevt.org](mailto:smoraska@shelburnevt.org) (802) 264-5039
- Library & Town Hall – Katie Martin-Woodard [kwoodard@shelburnevt.org](mailto:kwoodard@shelburnevt.org) (802) 985-5124

**For Office Use Only**

Type of User Group: \_\_\_\_\_ Fee Rate per hour: \$ \_\_\_\_\_/hr. Ins. Certificate rec'd: \_\_\_\_\_

Amt. Paid: \_\_\_\_\_ Payment Date: \_\_\_\_\_ Check # \_\_\_\_\_