

**TOWN OF HAVERHILL
JAMES R. MORRILL MUNICIPAL BUILDING
USE OF GYMNASIUM POLICY**

1. AN APPLICATION FOR USE WILL BE FULLY COMPLETED AND APPROVED PRIOR TO ANY AUTHORIZED USAGE OF THE GYMNASIUM.
2. ANY USAGE INVOLVING CHILDREN WILL BE PROPERLY SUPERVISED BY APPLICANT/ORGANIZATION.
3. THERE WILL BE NO ALCOHOL OR TOBACCO USE IN THE BUILDING OR ON THE PREMISES.
4. A CUSTODIAN WILL BE ON DUTY BEFORE, DURING AND AFTER THE EVENT TO ALLOW FOR PROPER OPENING AND CLOSING OF THE PREMISES. CUSTODIAL SERVICES MAY BE CHARGED AT TWICE THE NORMAL CUSTODIAL HOURLY WAGE RATE.

**APPLICATION FOR USE OF GYMNASIUM
AT MUNICIPAL BUILDING**

I. APPLICANT INFORMATION

NAME: _____

ORGANIZATION: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER (S): _____

II. USE OF GYMNASIUM

PURPOSE: _____

DATE (S): _____

HOURS: _____

NUMBER OF PARTICIPANTS/ATTENDEES: _____

CUSTODIAL PREPARATION NEEDED: YES () NO ()

CUSTODIAL CLEANUP NEEDED: YES () NO ()

CUSTODIAL SERVICES MAY BE CHARGED AT TWICE THE NORMAL WAGE RATE.

III. INSURANCE & INDEMNIFICATION

AS A CONDITION OF PERMISSION TO USE THE J. R. MORRILL MUNICIPAL BUILDING GYMNASIUM ON THE SPECIFIED DATES AND TIMES THE APPLICANT HEREBY AGREES TO RELEASE AND HOLD HARMLESS THE TOWN OF HAVERHILL, NH, ITS AGENTS AND EMPLOYEES, FROM ANY AND ALL LIABILITY, DAMAGES OR OTHER EXPENSES, INCLUDING ATTORNEY FEES, THAT MAY RESULT FROM THE USE OF THE PREMISES BY THE APPLICANT.

AS A CONDITION OF THIS AGREEMENT, THE APPLICANT HAS SECURED GENERAL LIABILITY INSURANCE TO COVER ITSELF AND TO PROPERLY INDEMNIFY THE TOWN OF HAVERHILL, NH FOR ANY AND ALL CLAIMS FOR DAMAGES OR EXPENSES, INCLUDING ATTORNEY FEES, THAT THE TOWN MAY INCUR AS A RESULT OF ANY DAMAGE OF LOSS SUFFERED BY ANY INDIVIDUAL OR ORGANIZATION AS A RESULT OF THE USE OF OCCUPANCY OF THE PREMISES BY THE APPLICANT.*

DATED THIS _____ DAY OF _____, 20_____.

ORGANIZATION/APPLICANT

BY: _____

*AN ACORD CERTIFICATE OF INSURANCE WILL BE FILED WITH THE TOWN OF HAVERHILL AT THE TIME OF APPLICATION FOR USE OF BUILDING DETAILING COVERAGE LIMITS, COMPANY NAME AND ADDRESS AND SIGNED BY A COMPANY AGENT.

IV. FEES

USAGE FEE OF \$50.00 (FIFTY) DOLLARS FOR NON-PROFIT AND SERVICE ORGANIZATIONS, \$200.00 (TWO HUNDRED) DOLLARS FOR PRIVATE OR COMMERCIAL CONCERNS IS TO BE INCLUDED WITH SUBMISSION OF APPLICATION AND CERTIFICATE OF INSURANCE. IF WAIVER/ABATEMENT IS GRANTED APPROPRIATE REFUND OF USAGE FEE WILL BE MADE.

V. REQUEST FOR ABATEMENT/WAIVER

_____ REQUEST IS HEREBY MADE FOR WAIVER OF INSURANCE AND INDEMNIFICATION AGREEMENT REQUIREMENT (SECTION III) BY:

APPLICANT'S SIGNATURE

DETAILED REASONS FOR WAIVER REQUEST:

FOR TOWN OFFICIALS USE ONLY

APPLICATION APPROVED _____ FEE _____

INSURANCE & INDEMNIFICATION WAIVER APPROVED _____

COMMENTS _____

