550.00 - 4 hrs

## Town of Lowell Lowell Municipal Building Scheduling and Rental Agreement Form

Name		
Organization		
Address		· · · · · · · · · · · · · · · · · · ·
Tel./evening/celphone		
Date and time period this agreement covers	,	
Type of activity		
Total expected meeting hours		
Time of arrival for setup		
Estimated number of people attending		
Number of chaperones		
Comments		
TERMS: The undersigned hereby agrees to abide for the rental of space at the Lowell Municipal Buil	by the following rule lding.	es and regulation
mi indicate making this request accents respon	sibility for the use o	f the Lowell

The individual making this request accepts responsibility Municipal Building and agrees to make financial restitution to the Town of Lowell for any damages to the building, equipment or property. Renters may report to the 911 Dispatcher all unauthorized people at the facility.

Fees for room use will be collected at the Town office in advance.

The undersigned agrees to provide adequate supervision of the building and its premises. When supervising children's parties, it is mandatory that there be one chaperone for every ten children in attendance. NO EXCEPTIONS.

Smoking is prohibited in the building. Alcoholic beverages are prohibited in the building and on the premises.

The undersigned is responsible for disposing of any trash and cleaning the room prior to leaving the premises. Cleaning shall include sweeping, wipe up any spills. The

undersigned is to notify Town personnel via phone when ready to leave the premises; Town personnel will inspect, lock and sign off the agreement form.

Additional cleaning charges may be assessed. If any damages are done as a result of the undersigned's use, the damage will be billed at actual costs necessary to fix the damages.

Any violations of this agreement will prohibit the undersigned's future use of the Lowell Municipal Building.

The undersigned hereby releases and forever discharges the Town of Lowell and its officials, agents, employees from all suits, claims, and demands whatsoever, including for negligence which he or she or his or her heirs or assigns may ever have for any personal or bodily injury, death, or property damages arising out of or resulting from, in whole or in part, the undersigned's use of the premises as above described. The undersigned further agrees, for him or herself and his or her heirs and assigns, to defend and indemnify the Town of Lowell and its officials, agents, and employees against all suits, claims, and demands by any third party, including invitees and others, and to save them forever harmless there from, and upon demand, to obtain liability insurance in a form and amount satisfactory to the Town.

The undersigned hereby acknowledges that he or she has read and understands this Release and Indemnification, and further represents that if he or she is signing on behalf of another person or entity, he or she is authorized to do so and that such other person or entity intends to be fully bound hereby.

Date	Signature	Print name
Below this line for To	wn personnel use only	
ROOM(S) ASSIGNED	FEE PAID	)
DATE PAID		
AGREEMENT SIGNED	(YES)(NO	)
SIGN OFF: TOWN PERSO	DNNEL	
USER		