

Town of Cummington
Application for Short Term Private and Community Facilities Use

Before signing and submitting the following forms, applicants must read and agree to abide by Town of Cummington Requirements for Building Use. That document also contains information about rental fees.

1. Application for Short-Term Private and Community Facilities Use
2. For-Profit User Agreement (for For-Profit Users, Resident or Non-Resident)
3. One-Day Liquor License Policy (If applicable)
4. One Day Liquor License Application (If applicable)
5. Release of Claims, Indemnity and Hold Harmless Agreement (required for all non-municipal rentals)

The completed forms may be submitted in person or by email attachment to the Community House Coordinator, chcoor@cummington-ma.gov, at the Town Clerk office, 33 Main Street or by mailing to Community House Coordinator, PO Box 128, Cummington, MA 01026.

Application for Use

Name: _____ Telephone: _____

Address: _____

Group/Organization: _____

Date(s) and Times requested: _____

Number attending (approximate): _____

Space requested:

____ Kitchen/Dining Room ____ Auditorium ____ Library ____ Selectboard Room (Municipal use only)

Reason for use of space:

____ Events/Ceremonies Resident ____ Events/ Ceremonies Non-Resident

____ For-Profit Rental Resident ____ For-Profit Rental Non-Resident

____ Town Sponsored/Municipal Use (No Fee) ____ Non-Profit Civic Groups (\$10.00/hr)

Frequency (Note: applicant must complete the Online Calendar form for specific dates/times located on the Town of Cummington website)

____ One-time only Date of event _____ Start time _____ End time _____

____ Regular use Interval _____ (weekly, monthly, every other month)

Start time _____ End time _____

Start date _____ End date _____

Expected attendance (maximum) _____

Police Detail required? Yes ___ No ___

Will minors attend without parents? Yes ___ No ___

If yes, Name of Second Adult Supervisor _____

Amount of fee enclosed: _____

Please note all scheduling is done on a first come – first served basis upon receipt of fee. See attached fee schedule and rules for Community House use.

Please return completed application along with Rental fee and Security Deposit (separate checks made payable to the *Town of Cummington*) to **Community House Coordinator: Brenda Emerson-Camp, Town Clerk**
Cummington Community House P.O. Box 128, 33 Main Street, Cummington, Ma 01026