



TOWN OF FREMONT  
PO Box 120  
Fremont NH 03044-0120

Request to use: \_\_\_\_\_

### REQUEST TO USE TOWN PROPERTY

Date: \_\_\_\_\_

Group: \_\_\_\_\_

Name/Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

I, \_\_\_\_\_ on behalf of \_\_\_\_\_ understand that use of Town Property is a privilege extended to me and that this permit may be cancelled with no notice due to a Town Emergency requiring use of said property. Further that failure to comply with the requirements of this permit as outlined below shall result in cancellation of this permit.

**INDEMNIFICATION:** Definitions - A. INDEMNITOR – User of Town Facilities  
B. INDEMNITEE – Town of Fremont

Indemnitor agrees to indemnify indemnitee from any and all liability, loss or damage including but not limited to bodily injury, illness, death, or property damage that indemnitee becomes legally obligated to pay as a result of claims, demands, costs of judgments against indemnitee arising out of use of Town Property caused by or arising out of the negligence, fault breach of use permit or strict liability of the indemnitor, the indemnitee or third parties whether such negligence, fault breach of use permit or strict liability is sole, joint, or several.

**REPAIRS OF FACILITIES:** User agrees to replace or repair any and all Town Property damaged use of said Town Property.

**SECURING TOWN FACILITIES:** User agrees to be responsible for the following:

1. Floors are not damaged or scratched while removing property.
2. All chairs and tables are returned/left according to the custodian's specifications.
3. Key arrangements are made, specific to each building/department policy. Please inquire.
4. All trash is to be cleaned up and removed by person using the facility and disposed of properly.

**RULES WITHIN TOWN FACILITIES:**

1. No smoking is allowed in any town building.
2. No use of alcohol is allowed in any town building.
3. You must remove all of your trash from the premises and properly dispose of same.
4. Parking shall be in designated areas only.
5. No candles or open flames are allowed in any town building.

**APPROVAL PROCESS:**

For use of the Town Hall, this form must be submitted to the Selectmen's Office and is approved by the Board of Selectmen at a regular meeting. Date of use must be reserved on the Building Calendar.

For use of the Library Meeting room, this form must be submitted to the Library Circulation Desk and approved by the Librarian.

For use of the Safety Complex training room, this form must be submitted to the Fire Chief and Police Chief for approval. Date of use must be reserved on the Building Calendar.

All payments shall be made by check payable to Town of Fremont. Final copies of all approved forms, and payments, shall be made at the Selectmen's Office at the Fremont Town Hall, 295 Main Street, Fremont NH.

Date of Use: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Property being Used: \_\_\_\_\_ Purpose: \_\_\_\_\_

Equipment Needed: Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Fee \$ \_\_\_\_\_ Paid \_\_\_\_\_

I agree to the above statement and instructions: \_\_\_\_\_  
(Signature of Responsible Party)

Approved:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee due \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Check # \_\_\_\_\_

Person Collecting Fee: \_\_\_\_\_

**FEES: \$25.00 for the first three hours of use. For commercial uses, an additional \$25.00 is due for each additional three hour block of time. Some restrictions apply, and use of kitchen areas may include additional fees.**

**In some cases a security deposit may be required. Ask at the Selectmen's Office for more information at 895 2226.**