

Town of Stoneham

35 Central Street
Stoneham, MA 02180



Office of the Town Administrator
(781) 279-2600

Application for Use of Town Hall Facilities

Renter: _____

Organization: _____

Address: _____

City/State _____ Zip _____

Phone: _____

Day _____ Evening _____ Cell _____

Reservation of: Auditorium: Auditorium Stage Banquet Room:
Chairs Removed? Chair/Table Set Up
 Yes No Yes No

Hearing Room

Date(s) Requested: _____

Time In: _____ Time Out: _____

Membership of organization composed of Stoneham Citizens: Yes No

Meeting Purpose: _____

Admission Charge: Yes No Estimated # of Attendees: _____

For what purpose will receipts be used: _____

Has prior reservation been made with the supervisor of buildings: Yes No

Rules and Regulations

No alcoholic beverages shall be served on the premises or adjacent grounds.

Approval of reservation is granted with the understanding that the Town Administrator, Selectmen, the Town of Stoneham, its employees and agents shall not be held responsible for injuries sustained on the premises or adjacent grounds.

Approval of reservation is granted with the understanding that the applicant shall reimburse the Town of Stoneham for any property damage.

Please Note:

The Stoneham Fire Department has requested that persons signing the rental forms be made aware that all pyrotechnics and flaming devices are prohibited in public buildings and that their signature on this notice will make them personally liable for violations of this notice.

As a condition of this use, the undersigned agrees to abide by the rules and regulations imposed by the Town Administrator and to pay such fees as are required within 48 hours after receipt of bill.

Signature of Applicant

Date

To Be Completed by Custodian

Rental Fee: _____ Auditorium _____ Auditorium Stage _____ Banquet Room _____

Hearing Room _____

Hours of Duty: _____

(Based on regular time, time and a half, and double time depending on Saturday/Sunday/Holiday Reservation. 4 Hour Minimum)

Extra Custodian Hours *(based on time above)*:

Arrangements have been made for police detail as determined by the Town Administrator and/or custodian: Yes No

Computation of bill to be sent to applicant:

Rental Fee: \$ _____

Custodial Fee: \$ _____

Extra Custodial Fee: \$ _____

Total: \$ _____

To Be Completed by Supervisor of Buildings

Amount Paid: \$ _____ Amount Due: \$ _____

Approval Granted By _____ Date _____