



Application for Use of Boxborough Town Hall
Contact: Town Administrator Departmental Assistant (978) 264-1714
Please Print Clearly
(fillable form)

Name of Organization: _____

Street Address/City/State/ZIP: _____

Name(s) of Applicant(s) Accepting Responsibility for use of the Facility: _____

Phone: _____

Email: _____

Room(s) Requested: _____

Requested day, date, and time: _____

Number of Attendees _____ **Will Admission be charged?** _____

Are there any Boxborough Residents in Your Organization and if so, what percentage of your organization are residents? _____

What Custodial Care (if any) is needed (including special room setup)? _____

By signing this application, the applicant agrees to follow the Town Hall Use Policy, including the Building Check List, and all regulations for Town Hall Use, and, to the extent permitted by law, the applicant shall hold harmless, defend and indemnify the town of Boxborough, a municipal corporation of the commonwealth of Massachusetts, and the town's employees, officials, volunteers, agents and board members, from any and all losses, claims, lawsuits and expenses, including but not limited to costs associated with accidents, personal injuries or damage to personal property sustained by a third party, due to the negligence of the applicant while using the Boxborough Town Hall.

Applicant signature: _____

For Official Use Only:

Permission is hereby granted to: _____

for use of Town Hall as requested, subject to the following conditions:

Fee: _____

Approved: _____ **Denied:** _____

Comments: _____

Town Administrator Signature: _____ **Date:** _____