Town of Porter

71 Main Street · Porter, ME 04068
Phone: (207) 625-8344 · Fax: (207) 625-4120

PERMIT APPLICATION FOR USE OF TOWN LANDS AND FACILITIES

Contact Information

Name of Organization (if applicable): _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Activity Location

Location of Activity: _____

Type of Activity: _____

Choose One: Resident ☐ Non-Resident ☐ Non-Profit ☐

Number of Participants: _____

Date(s) of Activity: _____

Time of Activity, including setup time Start:_____ AM/PM End:_____ AM/PM

Fees

Key and Cleaning Deposit:	$100 Cash – (refundable) see "Key Policy and "Safety and Use Requirements" for more information
Residents:	$40 (up to 20 people); $50 (21 to 75 people)
Non-Residents:	$65 (up to 20 people); $90 (21 to 75 people)
Registered Non-Profits:	$25 (maximum of 75 people)

Please INITIAL that you have received a copy of each of the following:

Key Policy, Insurance Requirements, Policy for Use of Town Lands and Facilities: _____

Safety & Use Requirements: _____

I, the undersigned, hereby confirm receipt of all policies above, and agree to comply with said policies & all requirements.

_____

(Applicant Signature) (Print Name) (Date)

OFFICE USE ONLY	
Approved: Yes ☐ No ☐	Approved with conditions: _____
Total Fee Due: $ _____	Selectboard Signature: _____

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KEY RELEASE FORM

Individual Picking up Key, if different from applicant: _____

Organization/Individual Phone Number: _____

Signature: _____

Key Number: _____ Date Checked Out: _____ Date to be Returned by: _____

OFFICE USE ONLY

Facility Left Clean: Yes ☐ No ☐ $50 Fee Paid _____ (Date Paid) $50 Fee Returned _____ (Date Returned)

Key & $50 Deposit: $50 Fee Paid _____ (Date Paid) Key & $50 Fee Returned _____ (Date Returned)

Use Fee Paid: Cash ☐ Check ☐ _____ (Amount Paid) (Date Received) (Clerk Initials)

Lost Key Fine ($250): _____ (Date Paid) (Borrower's Signature) (Clerk Initials)

Additional Notes:

Revised: 3/15/2020, 2/15/2021, 4/2/2025, 4/30/2025, 12/12/2025

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KEY POLICY

I, the undersigned, hereby accept responsibility for the keys loaned to myself or my organization and agree to promptly return the key by the date noted herein. I also agree that if the key is lost or not returned by the date on the key release form, the Municipality has full authority to recover the cost of replacement, first using the $50.00 deposited with the Municipality and requiring an additional $250.00 in compensation to rekey the facility.

INSURANCE REQUIREMENT

A copy of the insurance certificate must be on file with the Town prior to approval or upon approval before a permit is issued. Please be sure that the Certificate of Insurance has an additional endorsement naming the Town of Porter as "Certificate Holder as Co-insured."

1) The applicant must have public liability insurance covering a minimum of $25,000 for property damage, and a minimum of $400,000 for injury to one individual and $400,000 for injury to more than one individual. Your homeowner's insurance may be sufficient to cover this requirement. You may be able to add a rider to your policy for the day of your event.
2) The Town of Porter must be listed as "Additionally Insured" on the insurance certificate.
3) The insurance must cover the activity described in the application.
4) The insurance company must send a written notice to the Town of Porter at least 30 days before any changes or cancellation of the insurance policy.
5) Other requirements may be added as deemed necessary by the Select Board.

POLICY FOR USE OF TOWN LANDS AND FACILITIES

Town property may be used for recreation and education by residents, taxpayers, and other community citizens and non-profits as well as by groups including, but not limited to, summers camps, churches, hiking clubs, scout groups, and other youth organizations.

In order to decrease the impacts on Town facilities and land, and to ensure that all groups understand and use the facilities safely and with the least impact on and expense to the town, users must receive permission from the Select Board and adhere to all safety and use requirements.

- A permit application may be obtained from the Town Office and must be completed and given to the Select Board for approval or denial before any use.
- Applications should be received by the Clerk at least 10 days prior to the scheduled event.
- The Select Board may approve, approve with conditions, or deny applications considering Town needs and the best interest of the Town.
- The Select Board requires adequate insurance as described therein before an application is approved.
- The Select Board reserves the right to adjust or waive posted fees or impose additional fees in the best interest of the Town.

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SAFETY AND USE REQUIREMENTS

Alcohol, drug and tobacco use in any form are expressly prohibited on or in any Town property.

Uses in violation of any Federal, State, or local ordinance or law are prohibited.

Unauthorized overnight guests are not permitted on Town property.

For any applicants applying for recurring use of the facility, a new application will need to be completed at the start of each year.

All fees related to the rental of space are outlined in the application. In order to qualify for non-profit pricing, the organization must be a registered non-profit. This can be verified through the State at the following address: https://icrs.informe.org/nei-sos-icrs/ICRS?MainPage=x

Rental fees must be paid within 3 business days from the date the applicant receives notice that the activity has been approved.

Refunds will be given if the Town is notified of a cancellation within 7 business days of the activity, or at the discretion of the Select Board.

The Key Policy, including deposit, will be adhered to for any use requiring access to a building or other secured facility.

Keys are available to be picked up 2 business days in advance of the activity at which time the $100 deposit is to be collected as described in the "Key Policy and "Safety and Use Requirements."

Any facility used must be left in the same condition found prior to use. If a facility is not cleaned or restored to conditions prior to use, $50 of the total $100 deposit will not be refunded in order to cover the expenses for cleaning the room. Continued failure to clean or restore to pre-use condition or ongoing neglect of facilities will result in denial of use. The individual picking up the key shall document and/or photograph the condition of the facility before and after use. Any issues must immediately be brought to the attention of the Clerk, or a Select Board member if after hours.

Particular care should be given to ensure that appliances and lights are turned off, and the thermostat is turned to 69 degrees before leaving the building.

All doors must be confirmed to be locked when the activity has concluded and when exiting the building.

Groups including adult and minors using Town facilities must have liability insurance as outlined in the Insurance Requirements.

The Select Board or an appointed representative may attend any event or function on or in Town facilities.

For the purpose of this contract business days are Monday through Friday.