



# Town of Porter

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

## **POLICY FOR USE OF TOWN LANDS AND FACILITIES**

Town property may be used for recreation and education by residents, tax payers, and other community citizens and non-profits as well as by groups including (but not limited to) summer 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 must be received 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 reserves the right to adjust or waive posted fees or impose additional fees in the best interest of the Town.
- The Select Board may require adequate insurance as provided below before a permit is issued.

### **INSURANCE REQUIREMENTS:**

1. Applicant must have public liability insurance covering a minimum of \$25,000 for property damage, minimum \$400,000 for injury to one individual and \$400,000 for injury to more than one individual.
2. The Town of Porter must be listed as additionally insured.
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 in or cancellation of the property.
5. A copy of the insurance certificate with the Town listed as “Additionally Insured” must be on file in the Town office before a permit is issued.
6. Other requirements may be added as deemed necessary by the Select Board.



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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.

The minimum fee for use of any Town facility is \$25 per hour for a maximum of 75 people, \$40 per hour for use of the kitchen. 1/2 day rate (4 hours) is \$80; 1/2 day rate with kitchen is \$100.

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

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, the Select Board may impose a fee for the cost of cleaning or restoration and further use shall be denied until the fee is paid. Continuing failure to clean or restore to pre-use condition or ongoing neglect of facilities will result in denial of use.

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.



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## 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 Information

Location of Activity: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Number of Activity Participants: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Time of Activity: Start: \_\_\_\_\_  AM  PM End: \_\_\_\_\_  AM  PM

### Fee

The **minimum** fee is \$25 per hour for a maximum of 75 people, \$40 per hour w/ kitchen usage  
½ day rate (4 hours) = \$80

½ day rate with kitchen (4 hours) = \$100

### Insurance

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

I, the undersigned, hereby confirm receipt of the Facility Use Policy and the Safety & Use Requirements. I agree to comply with said policy & all requirements.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

### OFFICE USE ONLY

Approved:  Yes  No \_\_\_\_\_  
(Selectman Signature)

Fee Paid:  \$ \_\_\_\_\_  Waived \_\_\_\_\_  
(Amount Paid) (Selectman Signature required if waived)

Ins. Cert. Received:  Yes  No Key(s) Returned:  Yes  No

Date Received: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Facility left clean:  Yes  No Key Deposit Returned:  Yes  No  Permanent