



TOWN OF JACKMAN

369 MAIN STREET
JACKMAN, ME 04945
Telephone: 207-668-2111
Fax: 207-668-4125

Website: www.jackmanme.net

Use of Town Grounds and Facilities

The Town of Jackman acknowledges our responsibility to protect and manage our capital investments as well as our wish to have citizens feel welcome in and a part of our grounds and buildings.

Town related groups have priority. The right of others to use town facilities will be decided by the town upon written request. Upon written application, the party requesting agrees to pay any fees assessed, to provide for any repair or replacement of any property damaged.

All approved persons or groups granted permission to use Town facilities shall hold The Town of Jackman and Select Board free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of Town grounds and/or buildings.

Whenever possible, regarding use of the Town Office building, the hours of use should coincide with operating hours of the Town Office. The availability may change from facility to facility. All trash must be removed by the responsible party.

Date & Time: _____

Location Requested: _____

Use of Facilities Requested (Ex: Bathroom, Meeting Space): _____

Event Description/Activities: _____

Duration of Event: _____

Expected Number of People: _____

***Insurance Required:** ____ if yes, copy of certificate required, website <https://gatherguard.com/>

*Insurance is required for any activity taking place on town property ex: event insurance

Person Requesting: _____

Address/Telephone: _____

Email: _____

Signature of person making request

Date

OFFICE USE ONLY

APPROVED: _____ NOT APPROVED: _____ REASON: _____

IF INSURANCE REQUIRED, SEEN CERTIFICATE: _____

OFFICE OFFICIAL SIGNATURE: _____

DATE APPROVED: _____

KEY ISSUED: _____ IF YES, RESPONSIBLE PARTY: _____