

REQUEST FOR USE OF FREEDOM HALL

TO: Prudential Committee, Cotuit Fire District

FROM: _____
(Requesting activity or person)

DATE(S) AND TIME REQUESTED: _____

NUMBER OF PEOPLE EXPECTED: _____
(approximate)

TYPE OF ACTIVITY OR EQUIPMENT: _____

Agreement for the use of Freedom Hall and/or equipment

1. The residents of Cotuit encourage the use of Freedom Hall for appropriate individuals or groups. By signing below, you accept responsibility for the following procedures and liabilities.
2. Freedom Hall is a historic building and *must be treated with respect*.
3. The cleanliness and condition of the space used is the responsibility of the requesting activity. *If the space is left in an unclean state or if equipment is damaged, the Prudential Committee will charge the requesting activity for professional cleaning and any repair or replacement of equipment. Failure to maintain Freedom Hall in a clean condition will restrict its future use. Chairs and /or tables must be returned in the same condition as they were at the time they were borrowed. Floors must be swept (mops and brooms are available).*
A deposit to insure compliance with this requirement may be requested by the Prudential Committee.
4. Use of Freedom Hall and the equipment is coordinated through the Prudential Committee (call 508-428-6552). Requests must be submitted five (5) working days in advance.
5. To the extent allowed by law, the user agrees to indemnify and defend the Cotuit Fire District, its agents and employees against, and hold it harmless from, any and all suits, demands, loss or liability, on account of or in connection with any injury, loss or damage to any persons of property resulting or claiming to have resulted from the use of the leased premises (Freedom Hall, 976 Main Street, Cotuit) by User, its servants, agents, employees or visitors (including, and without any implied limitation, both the areas inside and outside thereof) resulting or claimed to have resulted from User's use, omission, fault, negligence or other misconduct.

NO SMOKING IS ALLOWED ANYWHERE IN THE HALL AT ANY TIME.

I AGREE TO THE ABOVE PROCEDURES CONCERNING THE USE OF FREEDOM HALL.

(Signature)

(date)

Print name and title

Print address

Telephone (Day)

(Night/other)

Alternate contact/name

Telephone

The above request for the use of Freedom Hall is approved/disapproved:

Prudential Committee Member

COTUIT FIRE DISTRICT
POLICY FOR USE OF FREEDOM HALL OR EQUIPMENT

The Prudential Committee of the Cotuit Fire District is responsible for the operation and maintenance of Freedom Hall.

Freedom Hall may be used by non-profit groups or organizations or individuals associated with the village of Cotuit.

Non-profit groups or individuals associated with Cotuit may borrow tables and/or chairs for a single activity. Such groups or individuals must complete an application for the use of Freedom Hall or to borrow tables and/or chairs. *Non-profit groups, in their application for use of Freedom Hall or equipment, shall include a copy of the 501c3 certificate issued by the Internal Revenue Service (may be waived at the discretion of the Prudential Committee).* A member of the Prudential Committee must approve the application. An application may be obtained at the Fire Station, 64 High Street, during normal working hours.

The Prudential Committee reserves the right to deny the use of Freedom Hall when, in its opinion, it would not be in the best interest of the Cotuit Fire District.