



TOWN: Dover, MA

FORM: Request for use of Caryl Community Center by Non-Governmental Entities

DATE LAST REVISED: 7/18/11

FORM INSTRUCTIONS:

Print the form and fill it out completely. Return it with a check for the full amount due payable to the Town of Dover to the Superintendent of Building Maintenance. The Superintendent of Building Maintenance's office is on the 1st floor of the Town House and the hours of operation are 7am to 3pm. It can also be mailed to:

Town of Dover
Building Maintenance
PO Box 250
Dover, MA 02030

Please be sure to sign the form.

Please note: The Superintendent of Building Maintenance will contact you after reviewing your request.



TOWN OF DOVER

5 Springdale Avenue
P.O. Box 250
Dover, Massachusetts 02030

Karl L. Warnick
Superintendent of Building Maintenance
TELEPHONE: (508) 785-0032 EXT 235
FAX: (508) 785-2341
www.doverma.org

REQUEST FOR USE OF CARYL COMMUNITY CENTER BY NON-GOVERNMENTAL ENTITIES

Applicant Information

Name:

Phone:

Email:

Address:

City:

State:

ZIP Code:

Request Information

Date(s) and Day(s) you wish to use the Caryl Community Center:

Time & Number of Hours you wish to use the Caryl Community Center: (One-Time Use: \$25 per hour resident, \$50 per hour non-resident)(Continuing Use: \$10 per hour resident, \$20 per hour non-resident):

Additional time needed for Set-up & Clean-up:

Purpose for renting:

Number of people to be present:

Room(s) Requesting:

Equipment to be used for your function (if any):

Decorations you plan to use (if any):

Agreed upon fee(s) charged for usage described above (per use, one-time, custodial, etc.):

Terms and Signatures

All Fire Department, Police Department, Parks & Recreation, and Board of Selectmen rules and regulations pertaining to the use of the Caryl Community Center must be strictly followed. The user will be held responsible for any and all damage to the Caryl Community Center and/or equipment, furniture, etc. therein. In addition to cleaning the area, the user is responsible for setting up tables, chairs, etc. and then putting them away after use. An additional fee may be charged for custodial services if user is not responsible for set-up, break down, and/or clean up. Also, children must be supervised at all times. A key to the building must be obtained and signed out at the Police Department. Access is through the rear door of the building near the parking lot. No entry to the building will be permitted without completion of request form and payment. Make your check payable to the "Town of Dover".

Signature of renter (must be 18 yrs. or older):

Date:

For Superintendent of Building Maintenance

Approved:

Karl L. Warnick, Superintendent of Building Maintenance

Date: