



TOWN: Dover, MA

FORM: Request for use of the Town House by Non-Governmental Entities

DATE LAST REVISED: 3/3/09

FORM INSTRUCTIONS:

Fill out the form completely and return to the Building Maintenance Department. The Building Maintenance office is on the first floor of the Town House and the hours of operation are 7am to 3pm.

If your room requested is available it will be approved and your form will be returned to you signed by the Building Superintendent.

If your room requested is unavailable you will be notified.



TOWN OF DOVER

5 SPRINGDALE AVENUE

P.O. BOX 250

DOVER, MASSACHUSETTS 02030

REQUEST FOR USE OF THE TOWN HOUSE BY NON-GOVERNMENTAL ENTITIES

DATE: _____

Day(s) and date(s) you wish to use the Town House:

Purpose: _____

Area Needed: _____

Number of people to be present: _____

Equipment to be used: _____

Decorations: _____

Time of entry for each day: _____

Time of departure for each day: _____

Set up and break down time: _____

Signature of responsible person

Address

Telephone Number

All Fire Department, Police Department, and Board of Selectmen rules and regulations pertaining to the use of the Town House must be strictly followed. The user will be held responsible for any and all damage to the Town House 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. Also, children must be supervised at all times.

NO ENTRY TO THE TOWN HOUSE WILL BE PERMITTED WITHOUT THE REQUEST FORM.

APPROVED: _____

Karl L. Warnick
Superintendent of Building Maintenance

Date