

*Town of Lamoine, Maine*  
 606 Douglas Hwy.  
 Lamoine, ME 04605  
 207-667-2242  
 e-mail [town@lamoine-me.gov](mailto:town@lamoine-me.gov),  
 website [www.lamoine-me.gov](http://www.lamoine-me.gov)



### **Facilities Use Application**

<b>Entity Name</b>		
<b>Contact Name</b>		
<b>Address</b>		
<b>Telephone</b>	Home	Cell
<b>Fax</b>		
<b>e-mail</b>		
<b>Date Requested</b>		
<b>Event</b>		
<b>Times</b>	Start	End
<b># of Attendees</b>		
<b>Application Date</b>		
<b>Signature</b>		Title

Instructions: Please completely fill in the above requested information and forward to the Administrative Assistant to the Board of Selectmen at least 72-hours prior to your proposed event. It is recommended you call the town office to check on availability dates ahead of time.

With this application, please enclose a check made payable to the Town of Lamoine for \$50 (if less than a 3-hour event) or \$100 (3-hours or more). Half of this fee is considered a security deposit and will be returned if the facility is left in acceptable condition. If any damage or additional maintenance needs are caused by the event, that cost will be deducted from the security deposit. Please also include proof of insurance or a completed filled indemnity form with this application as required by policy.

Cancellation notice must be given at least 4-hours prior to the start of the event, in which case a full refund will be made. Cancellation less than 4-hours prior to the event will result in only the security deposit being refunded.

By signing this application, the entity acknowledges that it has read and is familiar with the latest version of the Lamoine Town Hall Use and Policy Guidelines and agrees to abide by all parts of that policy. Copies of the policy are available from the Lamoine Town Office and on the town's website.

(Back side for town office staff use only)

<b>Date Received</b>	
<b>Amt Received</b>	Chk #
<b>Key Needed?</b>	
<b>Alarm Code Needed?</b>	
<b>Staff Needed?</b>	
<b>Notes</b>	
<b>Approved by:</b>	