

**TOWN OF SCITUATE, MASSACHUSETTS
SCITUATE HARBOR COMMUNITY BUILDING
44 JERICHO ROAD**

INTERNAL FACILITY USE REQUEST FORM

The Scituate Harbor Community Building is available for meeting space for Town Departments, Boards Committees and Commissions.

Please read this document in its entirety. Fill out the request form completely.

1. One month notice is appreciated.
2. Fill out completely.
3. Email to mseghezzi@scituatema.gov

Organization _____ Contact Person _____
Telephone (Home) _____ (Work) _____ (Cell) _____
Address _____
City _____ State _____ Zip _____
Email _____

Event or Activity planned _____
On Site Contact Person _____ Telephone _____
Total number of Participants _____ # of Youth _____ # of Adults _____
Start Date: _____ Time _____
End Date: _____ Time _____
(Please note start time should include any set up and clean up time)

Please note: Until you have received permission the date/space you have requested has not been reserved. Do not advertise your event until you have been notified that the reservation has been approved.

I acknowledge and agree to the acceptance of liability for any damage to the facility and/or the furnishing and equipment resulting from carelessness or inappropriate activity. I have read and understand the following Scituate Harbor Community Building Use Policy, and I agree to return the facility to its original condition following the event. I understand that smoking is not permitted in the building or on the property of the Scituate Harbor Community Building

Signed _____ Date _____
+++++

FOR TOWN USE ONLY

Approval Granted by _____ Date: _____

Reason for Denial or Conditions for Approval _____

Remarks _____

**TOWN OF SCITUATE, MASSACHUSETTS
SCITUATE HARBOR COMMUNITY BUILDING
44 JERICHO ROAD**

SCITUATE HARBOR COMMUNITY BUILDING USE POLICY

1. Key must be obtained at Scituate Police Department and signed out by responsible party.
2. Failure to return key within 24 after event will result in denial of future use.
3. Users are responsible for setting up and returning space as found.
4. All trash must be removed.
5. Tables and chairs are to be neatly arranged before leaving.
6. Smoking is not allowed in the building or one the property.
7. Entry into former kitchen, second floor and closed off spaces is prohibited.

FACILITIES

There are three meeting rooms available in the Scituate Harbor Community Building located at 44 Jericho Road. The facility is well lit and has a nice view of the Harbor. The size of each space is:

1. South (or Main) Room – 1,100 square feet
2. Middle Room – 400 square feet
3. North Room – 1,400 square feet

The Community Buildings is equipped with 10 tables and 50 chairs. HP accessible restrooms are located at the north end of the meeting rooms. There are no kitchen facilities.

ENTRY INSTRUCTIONS

1. The key unlocks the double doors in front. No other entrances or exits in the building are to be used except in the case of an emergency. No doors are to be propped open.
2. The lighting panel is located on the right hand wall behind the hostess desk in the lobby.

CLOSING AND SECURING THE BUILDING

1. Arrange all tables and chairs in an orderly arrangement.
2. Remove all trash.
3. Extinguish interior lights (security lighting in front entry will remain lit.)
4. Ensure that all exit doors are securely closed before securely locking the front door.
5. Return key to Police Station.