



TOWN OF SCITUATE, MASSACHUSETTS
SCITUATE MARITIME CENTER
119 EDWARD FOSTER RD.

INTERNAL FACILITY USE REQUEST FORM

The Scituate Maritime Center 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 or mail to Scituate Town Hall, c/o Michele Seghezzi Selectmen's Office 600 Chief Justice Cushing Hwy, Scituate, MA 02066

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 Maritime Center 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 Maritime Center.

Signed Date

FOR TOWN USE ONLY

Approval Granted by Date:

Reason for Denial or Conditions for Approval

Remarks

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SCITUATE MARITIME CENTER 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 put away.
6. Smoking is not allowed in the building or one the property.

CLOSING AND SECURING THE BUILDING

1. Put away all tables and chairs.
2. Remove all trash.
3. Extinguish interior lights
4. Ensure that all exit doors are securely closed before securely locking the front door.
5. Return key to Police Station.