

**TOWN OF SCITUATE, MASSACHUSETTS
SCITUATE HARBOR COMMUNITY BUILDING
44 JERICHO RD.**

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 jgeoghegan@scituatema.gov

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

Event or Activity planned _____

Note: Custodial fees may apply depending on the event.

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 _____

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SCITUATE HARBOR COMMUNITY BUILDING USE POLICY

1. The doors to the Scituate Harbor Community Building are on an automated locking system which will be scheduled from a computer in the office of the Select Board. *Please be mindful of these times especially when breaking down your event as to not lock yourself out of the building.*
2. All trash must be removed
3. Tables and chairs are to be returned to the storage closet and neatly arranged before leaving.
4. Smoking is not allowed in the building or on the property.
5. The Community Building is equipped with (6) 6-foot-long tables (2) 8-foot tables (6) 48" round tables and 40 chairs. The Town does not provide dinnerware or linens.

ENTRY INSTRUCTIONS

1. The doors to the Scituate Harbor Community Building are on an automated locking system which will be scheduled from a computer in the office of the Select Board. *Please be mindful of these times especially when breaking down your event as to not lock yourself out of the building.*
2. 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.
3. The lighting panel is located on the right-hand wall behind the hostess desk in the lobby.

CLOSING AND SECURING THE BUILDING

1. Tables and chairs are to be returned to the storage closet and neatly arranged before leaving.
2. Remove all trash.
3. Extinguish interior lights (security lighting in from entry will remain lit.)
4. Ensure that all exit doors are securely closed before exiting the building.

If you have any questions during your event, you may contact the Harbormaster Office (seasonally May 15th – October 15th) at 781-545-2130 or the Scituate Police, non-emergency Line, at 781-545-1212.