TOWN OF LEWISBORO

APPLICATION FOR USE OF CYRUS RUSSELL COMMUNITY HOUSE

The undersigned requests use of the Cyrus Russell Community House and facilities and agrees to comply with the attached regulations pertaining to the use of Town properties.

A. Name and address of organization, group or individual:

_____

_____

B. Name, address and telephone number of person in charge of group: (We must have telephone number!)

_____

_____

C. Number expected in group: (49 maximum) _____

D. Date or dates and hours of use:

_____ _____

_____ _____

E. Type of use (Business meeting, social function, fund-raiser*)

_____

F. Fee in amount of $75.00 and security deposit of $100.00 (for social functions) paid herewith. Security deposit to be returned upon presentation of approved claim form. No refunds unless cancelled more than seven (7) days in advance. $5.00 will be deducted from eligible refunds for administrative costs.

I hereby agree to abide by the regulations, and to remove all refuse at the conclusion of my function.

_____ _____

Signature of Applicant Address

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The above application is hereby granted and receipt of fee and security deposit (if required) is hereby acknowledged/waived.

_____ _____

Date Town Clerk

**REMEMBER! You must pick up a key for the community house in advance at the Town Clerk's office.

*No fee for business meetings of organized groups of Lewisboro residents. Profit-making organizations, and non-profit groups desiring to use the building for fund-raisers, must first obtain permission from the Town Board.

Copy to Maintenance Dept. _____ Recreation Dept._____

k:cr.frm