

**TOWN OF STONINGTON**  
 32 MAIN STREET • P.O. BOX 9  
 STONINGTON, MAINE 04681



**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(s) Requested</b>		
<b>Event Description</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 Town Manager at least 72-hours prior to your proposed event. It is recommended you call the town office to verify availability in advance.

With completed application, please enclose a check made payable to Town of Stonington for the appropriate fee and include proof of insurance as required by town policy.

Daily Rate: \$25.00 (if less than a 3-hour event) or \$50.00 (3-hours or more).

Security Deposit: An additional \$25.00 (up to 3-hour event) or \$50.00 (3-hours or more event) Security deposit 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. Any damages above the security deposit amount, will be brought to the attention of our insurance providers/ Board of Selectmen.

Cancellation notice must be given at least 24-hours prior to the start of the event to obtain a full refund. Cancellation less than 24-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 Stonington Town Hall Use and Policy Guidelines and agrees to abide by all parts of that policy. Copies of the policy are available from the Stonington Town Office and on the town's website.

**TOWN OF STONINGTON**  
32 MAIN STREET • P.O. BOX 9  
STONINGTON, MAINE 04681



(this side for town office staff use only)

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