

## Procedures for Facilities Use Applications and Special Events

1.) “Application for Facilities Use” (found on website or available at Selectmen’s office or Recreation) will need to be filled out and submitted to the Recreation Director for signatures by Police, Fire and Highway officials.

2.) Once Department Heads have reviewed and signed/made comments, the Application for Facilities Use goes to the Board of Selectmen for review at a public meeting. If approved with no Special Event License required:

- a. “Facilities/ Premises License Agreement” will be filled out and signed by the responsible party and a Board of Selectmen designee.
- b. Insurance documents and any fees required are to be submitted at this time.

3.) If the Selectmen have determined that the size or scope of the event will require a “Special Event License”, approval is contingent upon applicant fulfilling all requirements outlined in the “Guidelines and Procedures for the Review of License Applications for Special Events”.

4.) Copies of all approved events and accompanying documents will be kept at both the Selectmen’s and Recreation offices.