



City of Saco, Maine

Parks & Recreation Department
300 Maine Street, Saco ME 04072

Phone: 207-283-3139

Fax: 207-282-8210

E-mail: parksandrec@sacomaine.org

APPLICATION FOR USE OF SACO PARKS & RECREATION FACILITY

COMMUNITY CENTER SPACE:

Room 133/Gymnasium Room 104/Meeting Room Room 203/Conference Room

APPLICANT:

Name of Event: _____

Type of Event: _____

Name of Individual / Organization: _____

- Commercial/Private Organization Non-Profit Organization
- Non-Profit Youth Organization Community/Family Group

Non-Profit Federal I.D. # _____

A copy of your federal letter confirming your non-profit status is required for our records.

Contact Person: _____

Address: _____ City: _____ Zip: _____

Phone: Day: _____ Evening: _____ Cell: _____

E-mail Address: _____

Number of people attending:

Adults: _____ Children: _____ Total Attending: _____

Rental Date(s): _____
Please refer to rental calendar for available dates.

Rental Times: Start: _____ **am/pm** **Finish:** _____ **am/pm**

Total Number of Hours Reserved: _____ **hours**
 Rental Times are to include all Set-Up and Clean-Up Rounded to Nearest ½ Hour

Set-Up Time
 Date: _____
 From: _____ am/pm
 To: _____ am/pm
 Total Hours: _____

Actual Event Time
 Date: _____
 From: _____ am/pm
 To: _____ am/pm
 Total Hours: _____

Clean-Up Time
 Date: _____
 From: _____ am/pm
 To: _____ am/pm
 Total Hours: _____

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Open to the public?	YES	NO
Admission fee charged?	YES	NO
Fund-raiser?	YES	NO

If yes, please describe in detail:

Decorations/Signs?	YES	NO
Use of City Equipment?	YES	NO
Additional Requests or Concerns?	YES	NO

If yes, please describe in detail:

Hired Caterer or food served?	YES	NO
Live Music or D.J.?	YES	NO

If yes, please describe in detail:

Requesting Ongoing Use?	YES	NO	
Type of Payment Schedule Requesting	Monthly	Quarterly	Other

Please describe in detail:

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APPLICATION AGREEMENT:

I, the undersigned, as applicant or on behalf of the applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage or damage to property or building, and for the conduct of those attending the function for which the facility is requested. I agree to indemnify and hold harmless the City of Saco and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly by them or anyone for whose acts by them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the City. If permission is granted, I or my representative agrees to be present during the entire use of the facility. My signature below signifies that I agree to abide by all of the conditions of this application, the Facility Use & Reservation Policy and of any permit issued based on this application. I also agree to pay to the City of Saco all costs the City may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises in a rentable condition.

Signature **Date**

NAME: _____
(Please Print) **Driver's License #**

-----For Office Use Only-----

Application is: **Approved** **Denied**

Category	Amount	Check #
Application Fee		
Security Deposit		
Keys Issued		
Certificate of Insurance	YES	NO
Cleaning Contracted Out	YES	NO
Security/Chaperones Required	YES	NO
Use of City Equipment	YES	NO
Fee Waiver/Reduction	YES	NO
Ongoing Use Approved	YES	NO
Agreement Good Until		

Administrative Approval **Date**

Additional Comments:

Refund of Security Deposit sent out on: _____



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Please refer to this calendar for available dates.

Dates shaded out are not available for rental.

Fiscal Year 2010 Rental Calendar

Please circle desired date(s).

July 2009 1						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2009 2						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2009 3						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009 4						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2009 5						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2009 6						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2010 7						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2010 8						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010 9						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010 10						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010 11						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2010 12						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			