

# Shapleigh Commons Use Request Form

Applicant/Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date and Time for Reservation: \_\_\_\_\_

Purpose of Reservation: \_\_\_\_\_

Special Accommodations required: \_\_\_\_\_

Approximate # of people attending: \_\_\_\_\_

Rules:

NO alcoholic beverages allowed on premise

NO smoking allowed on premise

NO vehicles allowed in commons area, parking available roadside and at the Town Hall

All trash from the event must be picked up and removed from premise.

Any damages to Town property by applicant or guests will be the responsibility of the applicant.

\_\_\_\_\_  
Applicant/Signature of person who assumes responsibility

Approved/Denied

Date: \_\_\_\_\_

\_\_\_\_\_  
Town Administrator/on behalf of the Board of Selectmen