Municipal Facility Use Application

Organization (if applicable)

Name of Applicant/Authorized Representative of Organization

Mailing Address

Home Phone          Work Phone          Email Address

Date(s) Requested          Time(s) Requested

If multiple dates are requested is the storage of materials at this facility requested?
If yes, please describe:

Est. Attending          # Residents          # Non-Residents

Please provide a brief description of the event:

Will alcoholic beverages be served?          If yes, Waiver of Liability must be submitted.
Will professional caterer be used?          If yes, copy of business license may be required.

Approval to use municipal facilities will not be granted unless the following conditions and policies & procedures are agreed upon: The on-site supervisor must be at least 21 years of age and be present at all times during the activity proposed. The on-site supervisor also assumes responsibility to comply with and pay fees in accordance with the Municipal Facility Use Policies & Procedures. Signature below by the applicant and on-site supervisor indicates receipt of and agreement with the Municipal Facility Use Policies & Procedures.

Signature of Applicant & On-Site Supervisor

Date

Do you charge a fee? *

*Meaning acceptance of admission, participation fee or donations not being provided to a charitable organization.

Do you pay your Supervisor?

Fee Schedule
Albany Town Hall:

Category 1: No Charge
Albany municipal functions; Organizations not charging or accepting admission, participation fee, donations not being provided to a charitable organization, or paying instructors through an organization to run a program AND are serving predominately Albany residents.

Category 2: $150 per day + $50 Refundable Cleaning Deposit
Non-Albany based Organizations, private function with kitchen usage.

Category 3: $100 per day + $50 Refundable Cleaning Deposit
Non-Albany based Organization, private function without kitchen usage.

Category 4: $125 per day + $50 Refundable Cleaning Deposit
Non-Profit Organization function with kitchen usage.

Category 5: $75 per day + $50 Refundable Cleaning Deposit
Non-Profit Organization function without kitchen usage.

Damages: The Town reserves the right to charge for damages. See section X. Damages of the Municipal Facilities Use Policies & Procedures.

Office Use Only

☐ Approved  ☐ Denied

Signature of Town Administrator or assigned person

Special Conditions of Use:

_______________________________________________________________

$ Fee 1 2 3 4 5 Category ☐ Flat ☐ Per Session ☐ Per Week ☐ Per Month

Date Fee Paid Method of Payment Check # (if applicable)

Confirmation Date

Deposit Received/date/check #