

# TOWN OF WATERFORD

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## Municipal Building Use Request

1. The Waterford Fire Department and Ladies Auxiliary are authorized to use the Fire Department kitchen and bay area. The Ladies Auxiliary is authorized by the Insurance Company to conduct four suppers per year in the facility.
2. The kitchen may be used for incidental purposes only. The grill may not be used by anyone for any purpose.
3. The meeting room may be used by official appointed committees of the Town of Waterford to conduct town business. The Selectmen may also approve use by Waterford non-profit and community service groups.
4. Groups authorized to use the building may not bring onto the premises any tools, apparatus or other instruments that could damage persons or property.
5. Any group using the meeting room shall have an appointed representative, approved by the selectmen, which will be answerable for the group, guarantee that the premises are left in reasonable order and be responsible for securing the building.
6. Any damages incurred during the use of the building will be the responsibility of the approved group.
7. Access to the fire station and town office area is strictly forbidden.
8. Selectmen reserve the right to approve or disapprove any use of the building.

Group requesting use of the building: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date requested: \_\_\_\_\_ Time: \_\_\_\_\_ from \_\_\_\_\_ - \_\_\_\_\_ to \_\_\_\_\_

Appointed Representative: \_\_\_\_\_

Phone number of Representative: \_\_\_\_\_

*I accept responsibility for the above requested use of the building  
and for securing the building after the requested use.*

\_\_\_\_\_  
Signature of appointed representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by \_\_\_\_\_ Date \_\_\_\_\_