

Town of Morris

Community Room & Kitchen Use Permit

Applicant Name or Organization and Address: _____

Address: _____ Phone: _____

Contact Person: _____ Space needed: _____

Proposed Use: _____ Community Room ☐
Kitchen ☐
Dates of Use: _____ Both ☐

Resident	Non-Resident
\$50	\$50
\$50	\$100
\$75	\$150

In order to meet the obligations imposed on the Town by its liability insurance, the Board of Selectmen must require residents of Morris and town organizations (both for-profit and not-for-profit) who use the Morris Community Hall to do so under the following conditions:

Town Boards and Commissions and the Town reserve the right of first use for its buildings and may bump any event scheduled for town or department use. Be aware that emergencies may happen that necessitate the bumping of scheduled events. The ultimate decision on building use will be made by the First Selectman.

Community Hall: Applicant will use only the Dining Room and/or Kitchen and bathrooms.

Everyone will observe the Town's no smoking policy in its buildings. The applicant will leave the site in good condition, restored to the condition it was found in and remove all trash created from the premises to the dumpster located in rear parking area. There will be no open flames in the building. Any need for candles must be electric candles.

The applicant will be responsible for the activities and behavior of those using the Community Hall. There will be no sale or use of alcoholic beverages. Applicant assumes the risk for any damage or injury to property or persons by completing the attached indemnification form.

At the Selectmen's discretion, the applicant must hold current liability insurance and to provide a certificate of insurance naming the Town of Morris as an additional insured for the period of use. All applicants must complete the indemnification form found on the reverse side. A sworn signature is required. Exceptions to this requirement can be made only as follows:

For an agency or committee of the Town whose activities are under the direct control of the Board of Selectmen, or any other Board, Commission or Authority of the Town; and

For any individual or organization, hired for compensation, or not for compensation, under the direction of the Town Board, Commission or Authority...

Applicants must contact the Morris Town Clerk's Office at 860-567-7433 about availability of space and complete the documents required before the date of use.

INDEMNIFICATION FORM

I, _____, the applicant, agree to act in accordance with the Town of Morris Building Use Policy stated above.

I, _____, am requesting the use of _____ and agree I will indemnify and save harmless the Town of Morris and its officers, agents, and employees, in all claims, damages, losses, judgments, and litigation expenses arising out of injuries to persons (including death) sustained or alleged to have been sustained by the officers, employees of the Town of Morris or by any officers or agents of the applicant or by any participant or spectator. The same indemnification will apply to any alleged acts or omissions by the applicant or any participant, spectator, employee or volunteer resulting in damage to real or personal property in connection with the use of the site named above. The applicant further undertakes to reimburse the Town of Morris for any damage to its real or personal property occurring in connection with the use of the site named above by the applicant.

SIGNED: _____

Organization: _____

Date: _____

Sworn before me this _____ day of _____, 20 ____.

Town Clerk/Assistant Town Clerk