

Falmouth Recreation
Gus Cnty Community Center
790 Main Street, Falmouth Ma. 02540

Date of Application: _____

Falmouth Recreation Building Use Form

Applicant Information:

1. Name of Applicant/Organization: _____
2. Contact Person: _____
3. Contact Person's Mailing Address:

4. Contact Person's Phone Number: _____
5. Contact Person's E-mail: _____

Event Details:

1. Description of Event (please indicate if this event will be recurring and, if so, specify the recurrence pattern):

2. Estimated Attendance: _____
3. Is this a fee-based program: Yes No

Room Use Details:

1. Requested Room/Space: _____
2. Date(s) of Use: _____
3. Day(s) of the Week: _____
4. Event Time: Start: _____ End: _____
5. Set-Up Time Needed: _____ Breakdown Time Needed: _____

Building Use Fees:

Use of Building During Business Hours (Fee-Based Programs)	\$25.00/hour
Use of Building During Non-Business Hours	\$100.00/hour
Non-Sport Gymnasium Rental Requiring Protective Floor Covering	\$100.00

Building Use Form Requirements:

Building Use Forms must be completed **annually**. Approved forms are **valid through June 30** of each year and must be **renewed beginning September 1** for the upcoming program year.

Please note:

Building use during the **summer months** (July 1–August 31) requires a **separate Summer Building Use Form**, as summer scheduling follows a different approval process.

Insurance Requirements:

Some facility users may be required to provide a **Certificate of General Liability Insurance (COI)** prior to building use. When required, a valid COI **must be submitted and approved before any building use begins**.

The Certificate of Insurance must:

- **Name the Town of Falmouth as an Additional Insured**
- **Provide a minimum coverage limit of \$1,000,000 per incident**

Waiver of Liability:

I, _____ (Name of Contact Person), on behalf of the organization above, hereby release and discharge the Town of Falmouth, its officers and employees of and from any and all actions, causes of action, claims, demands, costs, loss of service, expenses and compensation, on account of or in any way arising from any act or omission related to any activities related to the use of Gus Cauty Community Center in connection with this application. By signing below, I attest that I am authorized to execute this document on behalf of the applicant.

Contact Person's Signature _____ Date: _____

Policies for Use of the Gus Cauty Community Center

General Requirements:

- Applicant must be a **Falmouth resident**.
- All users must comply with **all applicable laws** of the Commonwealth of Massachusetts and the Town of Falmouth.
- Users are responsible for obtaining **all necessary licenses or permits**, and for complying with all **IRS requirements** when admission fees are charged.

Responsibility & Supervision

- The applicant (or another designated responsible adult) must be **present for the entire duration** of the activity.
- The applicant is responsible for the **behavior and decorum** of all participants and attendees.
- Groups must remain in the **designated room/area** assigned for their use.
- Groups are responsible for **any damage** to Town or Recreation property.

Facility Use Rules

- Comply with all requests from **Recreation staff** regarding use of the facility.
- **Food and beverage consumption** is restricted to designated kitchen or approved areas only.
- **No smoking** is permitted **in the building or on the grounds** of the Gus Cauty Community Center.
- Activities or equipment that may cause **damage to the facility or its property** are strictly prohibited.
- **Flammable materials** are restricted; electrical outlets and equipment must not be overloaded.
- No alterations may be made to **electrical systems, fixtures, or Town equipment**.
- Recreation furniture or equipment may **not be moved between rooms** without prior authorization from staff.
- Nothing may be **affixed to walls, doors, or surfaces** that could cause damage.
- Rooms must be left **clean and restored** to their original setup (tables, chairs, and layout).
- Keep windows closed when heat or A/C is operating. If windows are opened during your activity, **close and lock them before leaving**.
- Turn off all lights when leaving.
- Groups must adhere to the **approved time slot**. Exceeding reserved time is not permitted, as the building operates at high demand.
- Meetings or programs **may not occur in hallways or corridors** due to fire safety regulations.
- Nothing may be stored on the premises **without prior authorization**. Any approved stored items **must be clearly labeled** with the group's name and removed at the end of the program or season, unless otherwise approved by staff.

Scheduling & Space Adjustments

- Falmouth Recreation reserves the right to **relocate** any group if space is needed for a Town of Falmouth program, meeting, or special event.
- Groups must **check in at the reception desk upon arrival** for room confirmation at every meeting or event.

By signing below, I acknowledge that I have read, understand, and agree to comply with all **Policies for Use of the Gus Cauty Community Center**, including any applicable **insurance requirements**. I understand that failure to comply with these rules may result in **revocation of building privileges** and/or **denial of future use requests**.

I further certify that I am **21 years of age or older** and am an **authorized representative** of the requesting organization. I accept full responsibility for the conduct of all participants and guests during the scheduled use of the facility.

Contact Person's Signature _____ Date: _____