

**TOWN OF LUDLOW
FACILITY / EQUIPMENT REQUISITION REQUEST
(Application is due 3-weeks prior to event)**

Please fill out the attached forms and remit back to the Community Center
or the Ludlow Municipal Office at least 3-weeks prior to your event for approval.

EVENT NAME: _____

DATE & TIMES AT FACILITY: _____

FACILITY REQUESTED _____

EVENT START/FINISH TIME: _____

PEOPLE AT EVENT: _____

EVENT COORDINATOR: _____

CHAPERONES: _____

RESPONSIBLE FOR OPEN/CLOSE & CLEAN UP: _____

Facility Rental Fee is due at the time Application is submitted.

Ludlow Community Center Fee Schedule:

Use of Gymnasium & Meeting Rooms - Weekend.....	\$500 per event
Cafeteria (no Kitchen Equipment)	\$50 per event
Cafeteria (includes use of Kitchen Equipment).....	\$150 per event
Meeting Room	\$50 per event
Gymnasium	\$70 per event
Town Hall Conference Room	\$25 per hour
Auditorium.....	\$25 per hour
Veteran's Memorial Park	\$100 per event
Mini-Park.....	\$100 per event

CONTACT INFORMATION:

Ludlow Municipal Office: (phone) 228-2841 (fax) 228-2813

Town of Ludlow
PO Box 359
Ludlow, VT 05149

TOWN OF LUDLOW – FACILITY USE REQUEST FORM - CONTINUED

Event Planner Name _____ (Telephone #) _____

Address _____
(City, State) (Zip)

Use Time(s): From _____ a.m. / p.m. To: _____ a.m. / p.m.

Equipment Needs: _____

(Please include a drawing of the event set up and details of the event).

Conditions

1. Dogs are not allowed at indoor events unless they are service dogs.
2. Banners and/or signs must be approved in advance and are not permitted on site until the actual date/time of the event.
3. Alcohol is strictly prohibited at any Town owned or operated facility.
4. A paid municipal staff member must be on duty at all times while building facilities are being utilized and cleanup responsibility rests with the user.
5. For outdoor events, all dogs must be on a leash as per the Village/Town Dog Ordinance.
6. Liability for any and all damage incurred is assumed by the organization or group using the facility and or equipment.
7. If applicable, police supervision will be provided by the organization or group using the facility.
8. Requester shall return equipment by date specified.
9. Please attach a copy of your insurance to this form.
10. A \$100 deposit/charge (or room fee) will be paid to the Municipal Office before time of rental. Staff time, clean-up and damage replacement cost will be charged.

I have read and understand the above and the Town's policy on use of Town property.

Applicant Signature: _____ Date _____

Approved Disapproved

Municipal Office: _____

Buildings Foreman: _____

Recreation Director: _____

Municipal Manager: _____

Café Services: _____