



Nelson Memorial Park &
Library Trust

TOWN OF GRAFTON

Nelson Memorial Park &
Library Trustees
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
(508) 839-4454

Nelson Park & Library Meeting Room Application for the Use of Facilities

- Applicant is responsible for following the “Nelson Memorial Park & Library Trust Use of Facilities Rules & Fee Schedule”.
- Certain events may require additional approval by the Town.
- Please allow up to 10 business days for approval and processing. Please plan accordingly.
- All fees must be paid in full at the time of booking. Dates will not be held in reserve over the phone. Damage deposit and fee by separate check.
- A minimum of \$ 1 million in General Liability insurance coverage with a minimum of \$ 5,000 in medical payments coverage is required. A copy of the declarations page and coverage form adding “the Nelson Memorial Park & Library Trust and the Town of Grafton” as additional insured on the policy must be submitted with the application.
- Non-profit organizations are required to submit proof of their status from the IRS
- Application and fees are to be submitted to The Nelson Memorial Park and Library Trustees 30 Providence Road, Grafton, MA 01519.
- Checks are to be made payable to “Nelson Memorial Park & Library Trust.”

Applicant: Name of Organization: _____

Website (if applicable): _____

Name (please print) _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell Phone _____

Email Address: _____

Purpose for Request: _____

Name of Person in Charge the Day of the Event _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Facilities Requested (check all that apply):

_____ Park Fields See Website (no electrical service) _____ Meeting Room

Date Requested:

First Choice _____ from _____ to _____

Second Choice _____ from _____ to _____

Anticipated Number of Guests / Attendees _____ Admission Charge Per Person _____

Reason Money is Being Raised _____

Request for Animals:

_____ No _____ Yes and I have read Article 12, Section 11B of the General Bylaws

Request for special parking permit:

_____ NO _____ Yes and I have read and understand the parking rules of the Nelson Memorial Park & Library Trust.

Use of Outside Services and Equipment – please check off all that apply to your event:

_____ Vendor, Food (list) _____

_____ Vendor, Other (list) _____

_____ Other (list): _____

By signing this Use of Facilities form, I agree to the rules stated and agree to be responsible for the activity and function stated on this form. I understand that I am responsible for enforcing these rules and making sure that grounds are clean after we are done. Failure to do so will result in loss of future reservations privileges and/or security deposit. I understand that the Town reserves the right to change, alter, or cancel this reservation as a result of maintenance issues, scheduling conflicts, or natural disasters beyond its control.

Signature of Applicant _____ Date: _____

FOR OFFICIAL USE ONLY

Date(s) available: Yes _____ No _____ Which Date Approved: _____

Proof of non-profit status submitted: _____ Insurance documents submitted: _____

Facility Request: Approved _____ Denied _____

Special Parking Permit Granted: _____

Requested Facilities	Fee	Total Due
Town of Grafton Governmental Organizations, IRS confirmed Non-Profits, and Grafton Girls Softball	No Use Fee No Security Deposit	
All other individuals, groups, organizations.	\$ 50 for meeting room use and \$ 100 for field use, \$ 100 security deposit for all field use by separate check.	

Make checks payable to the "Nelson Memorial Park & Library Trust".

Nelson Memorial Park & Library Trust Signature
(Name of Signer - please print)

Date

Copy Distribution: Applicant Police Board of Health File - Original