

For the use of the Recreation Facility
Recreation Commission
Town of Lyme
PO Box 126
Lyme NH 03768

This form is for the use of the recreation facility located at Post Pond.

If this is NOT a Recreation sanctioned event you need to comply with the following insurance requirements.

Functions resulting in significant personal financial gain are not permitted. The Town is to be named on the certificate of insurance. (Comprehensive General Liability Insurance: the renter shall have comprehensive general liability basis in an amount no less than \$2,000,000, combined single limit personal injury and property damage for each occurrence) and, where applicable, certification or similar documentation that they are fully qualified to conduct the proposed activity. All activities at the Lyme Recreation Facility must be open to all Lyme residents. "Free will" contributions or donations to non-profit organizations and/or individuals sponsoring activities (e.g. cost of refreshments, etc.) to cover the costs of the activity are not considered "fees".

INDEMNIFICATION AND HOLD-HARMLESS. To the fullest extent permitted by law, User shall protect, indemnify, save, defend and hold harmless the Town of Lyme, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Agreement or the activities of User or its agents, employees, guests, vendors, contractors or subcontractors, and even if allegedly or actually caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

All material must be submitted 15 days before the event date.

Please fill this form out and submit it to assessing@lymenh.gov or mail it to PO Box 126 Lyme NH 03768. **Make sure you attach a separate sheet with a detailed event explanation.**

Once the form is received it will go to the Recreation Commission to be reviewed.

Once this is processed you will be notified.

Please make sure you include all contact information on this form.

Request for Recreation Commission Facility Use

Recreation Commission sponsored event: _____ Yes _____ No

Ball Field: _____ Tennis Courts: _____ Basketball Courts: _____

Please attach a separate paper with a detailed description of the event.

Number of people: _____ Number of vehicles: _____

Name: _____ Signature: _____

Please include a detailed description of the event on a separate sheet of paper.

Address:

e-mail address:

Alternate on site contact person:

The onsite contact person will be responsible for following rules and by laws of the recreation commission and/or school facility rules and regulation. This privilege may be revoked at any time with no notice given if this sporting event group does not follow Recreation and/or school policy at all times.

you may only reserve any facility for 8 weeks at a time

You must be a Lyme resident requesting a sporting event for the greater good of the Lyme Community and it must follow all Recreation Commission by-laws.

If sporting event is approved by Recreation Commission and it falls under the umbrella of Recreation Commission the Town of Lymes insurance will coverage the event. (This insurance will not cover football or hockey events) Your event may require additional insurance. You will be notified.

Facility use fee and deposit: The use of the facility may incur charges for special detail police and or janitorial services.

Charge for detail officer: \$

Charge for school facility: \$

Approved: _____ **Not Approved:** _____

This function will require the following special services: _____

This function will require a detail officer: _____

Approval/charge from Police Department: _____

Approval/charge from Recreation Commission: _____

Additional Notes:
