

Town of Voluntown  
Field/Pavilion Use Form

Date: \_\_\_\_\_

Check location you are requesting:  Pavillion       Constitution Field

Name of Group or Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Non-Profit Tax # \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Days/Weeks Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Groups not covered under Town of Voluntown insurance:

Insurance Co.: \_\_\_\_\_ Policy # \_\_\_\_\_

Limits of Liability \_\_\_\_\_ Agent Name and Phone # \_\_\_\_\_

(Please attach a copy of Certificate of Insurance naming the Town of Voluntown as an additional insured on the policy)

Donations are accepted to help us maintain the pavilion.

Individual responsible for group or organization:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work # \_\_\_\_\_ Home # \_\_\_\_\_ Emergency # \_\_\_\_\_

Second individual responsible, if first person cannot be reached:

Name: \_\_\_\_\_ Work # \_\_\_\_\_

Address: \_\_\_\_\_ Home # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GUIDELINES FOR USE**

COVID-19/Pandemic Executive Orders. Vendor or Event Host is responsible for making sure all state and town pandemic executive orders are being complied with (themselves, those working with or for them, and those in attendance if an Event Host).

- We agree the facilities will be left in the same good condition they were found in.
- Facilities must be left litter free. Remove any large bulky trash that does not fit into trash receptacle.
- Parking is allowed in designated areas only. No driving or parking on the grass.
- Glass contained are prohibited.
- We agree to ensure an adult supervisor will stay until the last child is picked up (if applicable).
- We agree to be financially responsible for any damage arising out of use of the facilities.
- We agree that our organization will at all times hereafter indemnify the above named Town of Voluntown against any loss, damage or expense of any kind, which said town may sustain or incur because of use of the above described facilities by our organization and will further hold said town harmless for loss of any kind of connection therewith.
- We understand all Town of Voluntown sponsored activities have priority of the facilities and will check with said activities for facilities availability.
- All Event Hosts and/or Vendors using the pavilion and/or fields will submit a Certificate of Insurance with the 'Town of Voluntown' added as additional insured. They will also fill out a Town of Voluntown Services & Hold Harmless Agreement.

---

(Signature)

(Date)

---

**Voluntown Recreation Commission/Town Use Only**

Approved

Denied

Date \_\_\_\_\_

---

Voluntown Recreation Commission Chairperson Signature

Date