



Town of Oakham
Board of Selectmen
2 Coldbrook Road • Unit 1
Oakham, Massachusetts 01068
Telephone: 508-882-5549 x300 • Fax: 508-882-3060

REQUEST TO USE TOWN PROPERTY

Complete and sign form in ink and submit request to the Selectmen’s office at the above address. Please be advised the use of Town property is a first come, first serve basis and any Municipal events will take precedence.

Applicant Information:

Name of individual/organization: _____

Mailing address: _____

Phone: _____ Email: _____

Date(s) and time(s) requested: _____

Type of Activity: _____

Will food be served? Yes No If Yes, explain: _____

Estimate the number of people who will attend: _____

I, _____, understand that the Organization or person granted use of any Town facility shall hold the Town harmless, and shall be responsible for leaving the area or facility clean and secure upon leaving. I also understand that any Town business will take precedence over any other scheduling. Within the Town Hall, I am aware that fire exits must be kept clear from obstruction and vehicles shall not be parked in a manner that will obstruct or impede normal traffic flow. If using the Oakham Common, I understand that no loud music or any other amplified sound shall be permitted on the Common after 10 PM, or on Sundays between 8 am -12 pm.

Signed: _____ Date: _____

<p>Office Use Only: Date received: _____ By: _____ Payment received: _____ Request: <input type="checkbox"/> Approved: Conditions: _____ <input type="checkbox"/> Denied: _____ By: _____ Copy sent via (mail)(phone)(fax)(email)(in person)</p>
