

**Town of Charlton
Board of Selectmen
Request for use of a Municipal Facility**

Requesting Organization _____

Contact Person _____

Phone Number _____ Email: _____

Address _____

Time & Day _____ Date _____ (m/d/y)

Reason for Use _____

(Attach additional sheet if necessary)

***Fee (For-Profit and Individuals) \$25.00 Monday-Friday, \$35.00 Saturday & Sunday
Make Check Payable to: Town of Charlton***

***There is no fee for Non-Profit Organizations.
non-profit organizations must provide a copy of the 501c3***

There is no fee for use of Gazebo

Facility Requested (circle one)

_____ **Selectmen's Meeting Room** _____ **Small Conference Room**

_____ **Front Parking Lot** _____ **Gazebo**

Other _____

FOR OFFICE USE ONLY

_____ **Approved** _____ **Disapproved** _____ **Date**

Town Administrator
