

**Town of Sunderland
Municipal Building Meeting Room Reservation Request**

Reservations for the use of the Municipal Building Meeting Room will be reviewed by the Selectboard at a regularly scheduled Selectboard Meeting. The applicant will be notified of the decision, but may also choose to attend the meeting.

This form must be received no later than 7 days prior to a Selectboard Meeting either at the Municipal Office or by email to: selectboard@sunderlandvt.org

Rooms are free of charge for community-based groups. A \$10.00 key deposit is required. The Selectboard reserves the right to refuse any requests for use of the Meeting Room.

Your event will be posted on the Town website (sunderlandvt.org) unless you check here: _____

Date of Event: _____ Time: From: _____ To: _____

Name of organization: _____

Address of organization: _____

Responsible agent (and address if different from above): _____

Telephone number: _____ Email: _____

Description of type and purpose of organization: _____

Purpose of Event: (describe function and estimate number of people): _____

Special requests related to the use of the Meeting Room: _____

I have read and understand the rules and policies governing the use of the Sunderland Municipal Building Meeting Room and, as the responsible agent, accept both personally and for my organization full liability for compliance with them, including financial responsibility. Furthermore, on behalf of my organization, I hereby release and hold harmless the Town of Sunderland from any and all claims for damages or injury relating to the requested use.

Date: _____ Responsible Party Signature _____

APPROVED:

Date: _____ For the Selectboard: _____