

WAYLAND TOWN BUILDING USE APPLICATION

Name of Organization: _____

Person Responsible: _____ Tel. No.: _____

Purpose of Event/Function: _____

Estimated attendance _____ Will Admission be charged? _____ If so, for what purpose? _____

(Note: Police Detail required for attendance over 100 people, signature of Police Department Required)

Requested date(s) and time(s) you wish to use the building

Date(s): _____

Time from _____ to _____

Are kitchen facilities or special preparation requested? Yes No

Specific Requests: _____

Room Requested:

- Town Building – Large Hearing Room (\$100)
- Town Building – Selectmen’s Meeting Room (\$60)
- Town Building – Council on Aging (\$100)
(If Council on Aging Kitchen is also requested, an additional \$50 deposit is required with pre-approval of the Council on Aging)
- Public Safety Building – Conference Room (\$60)

The undersigned agrees to abide by all rules and regulations of the Town of Wayland

Signature: _____ Date: _____

Address: _____

FOR TOWN OF WAYLAND USE ONLY

Date Received: _____

Rental fee: \$ _____

Custodial fee: \$ _____

Deposit on Kitchen, Council on Aging: \$ _____

Board of Selectmen Office Approval _____ Date _____

TOWN BUILDING USER RENTAL FEES

On November 7, 2005, the Wayland Board of Selectmen voted unanimously to establish user fees for Town buildings under their jurisdiction beginning January 1, 2006. The Board authorized the Town Administrator to establish fees for all non-town government related meetings held within Town buildings to cover the costs of lights, heat, air conditioning and set-up/break-down of rooms. The following fees may be adjusted by the Town Administrator from time-to-time to reflect increasing costs.

Rental of facilities is subject to availability. Facilities in Town Building may be available Monday through Wednesday from 8:00 am to 11:00 pm and Thursday and Friday 8:00 am to 5:00 pm. Weekend rentals are at the discretion of the Town Administrator and may be subject to additional charges for custodial services.

Rental of the Public Safety Conference Room is at the discretion of the Police and /or Fire Chief.

Fees reflect a minimum usage charge of 4 hours. Charges for rental time exceeding 4 hours will be increased in hourly increments.

Facility	Fee
Town Building – Large Hearing Room	\$100
Town Building – Small Hearing Rooms	\$60
Town Building – Selectmen’s Meeting Room	\$60
Town Building – School Committee Room	\$100
Town Building – Small Conference Room	\$60
Town Building – Council on Aging	\$100
Town Building – Council on Aging Kitchen	\$50, with an additional \$50 deposit required with pre-approval of the Council on Aging
Public Safety Building - Conference Room	\$60

Payment of fees is due upon registration. The Town Administrator will assign fees to any facilities not identified above at the time of reservation.