

**TOWN OF FAIRPLAY, COLORADO**  
Application/Approval Form for use of Public Space

*\*Permit fee is \$10 per half day (less than 4 hrs), \$20 for full day, payable to The Town of Fairplay*

Date of Application: \_\_\_\_\_

**1. Application for use of Meeting Room @ Town Hall**

Organization/Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**2. Date(s), Time(s) and Nature of Use of Meeting Room**

Date(s) of Use: \_\_\_\_\_

Time(s) of Use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

The space may be used by the Applicant only on the date(s) and time(s) specified and only for the specified purpose.

**3. Payment of Fees**

The Applicant hereby agrees to pay the permit fee of \$10 per half day (less than 4 hrs) or \$20 for full day, payable to The Town of Fairplay.

**4. Conduct of Applicant**

Applicant shall see that all members, guests, participants, spectators and others shall act in a responsible manner at all times while using the Space, and the event sponsored by the Applicant shall be held in such a manner so as to minimize the damage to public property.

**5. Liability**

The applicant hereby agrees to indemnify, save, defend and hold harmless the Town and their officers, agents, servants, and employees from any and all claims, causes of action, and suits accruing or resulting from any damage, injury or loss to any person or persons or personal property, including all persons to whom the applicant may be liable under any workmen's compensation laws, and the applicant himself, and from any laws, damage, causes of action, claims or suits or damage, including but not limited to loss of property, goods, wares, or merchandise caused by or arising out of, or in any way connected with the exercise of the applicant's privileges herein.

**6. Damages**

Applicant hereby assumes financial responsibility for all damages done to the public property during the time Applicant is using the space, and Applicant agrees to pay for any damages done to public property during such usage.

**7. Compliance Agreement**

Applicant hereby agrees to make sure that all participants remain in the meeting room during this event, put tables and chairs back in their original position, pick up all trash, empty trash can(s) and take trash with them, and finally turn off interior lights before making sure the exterior doors are locked and secure before leaving Town Hall.

**7. Revocation of Permit**

This permit may be revoked at any time by the Town.

**8. Authority**

The undersigned person represents and warrants to the Town and he/she is fully authorized to execute this Permit on behalf of the Applicant.

Applicant

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

Name, address and phone # of person picking up keys \_\_\_\_\_

\_\_\_\_\_

**TOWN USE ONLY**

Date Fee Paid \_\_\_\_\_

Cash     Check    Check # \_\_\_\_\_ Amount \_\_\_\_\_

Date application information forwarded to departments \_\_\_\_\_

Date "Approved Form" forwarded to Applicant \_\_\_\_\_

Date Applicant picked up keys to the Meeting Room \_\_\_\_\_

Keys signed out by \_\_\_\_\_ Keys signed in by \_\_\_\_\_

Date Applicant returned keys to Town Hall staff \_\_\_\_\_