



Town of Provincetown

Application for Public Use of Fire Station No. 3

Pursuant to Regulations Adopted By the Board of Selectmen



PART I - TO BE FILLED IN BY APPLICANT

Applicant : private individual private business non-profit organization

Organization: Name: _____

Address: _____

Authorized Representative or Contact: Name: _____

Address: _____

Telephone: Days: _____ **Evenings:** _____ **In Provincetown:** _____

Requested Dates: _____

Requested Times: _____

Purpose and Description of Proposed Use _____

Do you intend to sell Raffle Tickets? Yes No **Raffle Permit No.** _____

I agree to the conditions specified in the Regulations for Public Use of Fire Station No. 3 as adopted by the Board of Selectmen, and to accept the responsibilities of a Responsible Party as set forth therein.

Signature of Authorized Representative

Date

PART II - TO BE FILLED IN BY AUTHORIZED TOWN AGENT

Action on Application: *I hereby* *approve* *disapprove the above application.*

Approval hereof is subject to payment of fees as follows:

Rates:	Non-Profits <u>Organizations</u>	Regular <u>Rentals</u>	Amount To Be <u>Charged</u>	<u>Comments</u>
*Rental Fee	No charge	\$100.00	\$	
**Security Deposit	\$100.00	\$100.00	\$	
TOTAL DUE AT RENTAL	\$100.00	\$200.00		

Signature of Town Manager or Designee

Date

* Rental Fee will be placed into the General Fund (Account No. 01000400-41608).
** *Refundable Security Deposit: Facility will be returned clean and debris-free, or a custodial fee of \$24.00 per hour, plus any transfer station fees shall be assessed against the Security Deposit prior to refund.*

Copy to: TOWN HALL CUSTODIAN, CHIEF OF POLICE

Key Returned _____

Space Cleared _____

GUIDELINES FOR SCHEDULE USE OF FIRE HOUSE NO. 3

Effective September 15, 2006, scheduling use of the former Fire House No. 3 (“the Facility”) shall transfer from the Provincetown Police Department to the Provincetown Tourism Office (“PTO”). Following are the guidelines pertaining to scheduling use of the Facility.

Businesses, individuals and/or organizations that wish to use the Facility shall submit an Application to the PTO for approval.

A deposit of \$100.00 shall accompany each application, which will be returned to the Applicant provided the Facility is returned clean and free of any debris and the key to the Facility is returned to the Police Department. **Nothing may be attached to the building doors without written permission from the Town Manager.**

In the event the Facility is not returned clean and debris-free, the DPW will be requested by the PTO to clean the Facility and dispose of any items left behind by the Applicant. The costs associated with this clean-up effort, including transfer station fees, if applicable, will be deducted from the deposit, and any leftover amount refunded to the Applicant.

The PTO will process all applications and notify the Applicant regarding the disposition of their application. Copies of approved applications will be distributed to the Applicant, DPW and Chief of Police.

Access to the Facility will be provided by the Police Department at 26 Shank Painter Road, who will retain custody of the key to the Facility.

Scheduling: Provincetown Tourism Office, 260 Commercial Street, 508-487-3298

Key pickup and return: Provincetown Police Department, 26 Shank Painter Rd, 508-487-1219