



GLEN ECHO TOWN HALL MEETING ROOM

**Application, Liability Release
and Rental Agreement Form**

Application and Release of Liability

Name of User: _____

If user is an organization or a group, enter the name of the organization and the name of the person authorized to represent the organization:

Organization: _____

Representative's name and title: _____

The undersigned (including the Resident Sponsor if required) requests permission to use the Glen Echo Town Hall for the following purpose:

Date requested: _____

Hours requested: _____

The capacity of the Glen Echo Town Hall is 124. All activities held primarily for children and/or teens (i.e., persons under 18 years of age) must be attended by adult sponsors; at least one adult sponsor for each 10 teens, preteens, and children must be assured. The full names, addresses, and telephone numbers of the adult sponsors must be listed on a separate sheet and attached to this Application. Failure of listed adults to appear for the scheduled activity will result in the automatic revocation of permission to use the Glen Echo Town Hall.

Expected attendance (total number): _____

Approximate number of adults ____; teens ____; children ____

Is this event primarily for teens? Yes ____ No ____

Primarily for preteens/children? Yes ____ No ____

Will this event be catered? Yes ____ No ____

If yes, list name, address and telephone number of caterer:

Name: _____

Address: _____

Telephone: _____

Complete the following if user is an organization or a group:

Is the organization a non-profit entity? Yes ____ No ____

Is membership in the organization open to Town of Glen Echo residents? Yes ____ No ____

State the benefits, if any, to the Town or its residents of the work of the organization, or of the event for which the Town Hall is to be used:

The undersigned certifies that the use of the Town Hall is voluntary, that the undersigned personally has inspected the Town Hall, and assumes all risks to persons or property, including theft, that may be sustained in or about the Town Hall in connection with its use.

In consideration of use of the Town Hall, the undersigned and the undersigned's successors and assigns, agree to release, discharge, defend, indemnify, and otherwise hold harmless, the Town of Glen Echo, its officials, agents and employees, from any and all claims and causes of action, including those for injury to any person, property, or theft of property, that may arise in or about the Town Hall in connection with its use, regardless of whether such claims or causes of action are due to negligence or any other fault. Such claims or causes of action also include damages, penalties, charges, expenses, and reasonable attorneys' fees.

The undersigned certifies that he/she is at least eighteen (18) years of age, and has read and understands the terms and conditions of the foregoing Application and Release. If this Application and Release is made on behalf of an organization or a group, the undersigned certifies that he/she is authorized to sign this Application and Release on behalf of the organization or group, and to assume financial responsibility for damages to the Town Hall.

Signature of User: _____

Date: _____

Address: _____

Telephone number of User: _____

Rental Agreement for Use of Glen Echo Town Hall

Name of User: _____

If user is an organization or a group, enter the name of the organization and the name of the person authorized to represent the organization:

Organization: _____

Representative's name and title: _____

Address of User: _____

Telephone number of User: _____

Date of rental: _____ Hours of rental: _____

Type of event for which rental is requested (e.g., reception, dance, exhibit, meeting):

It is agreed by the User that this Rental Agreement is subject to and controlled by the terms and conditions set forth in the "Application to Use the Glen Echo Town Hall and Release of Liability" attached and incorporated herein by reference. By signing this agreement, the User expressly ratifies the terms and conditions contained therein.

Signature of User: _____

Date: _____

Signature of Representative of Organization or Group (if applicable): _____

Date: _____

Title of Representative of Organization or Group: _____

Signature of Authorized Representative of the Town of Glen Echo: _____

Date: _____

Date Approved: _____ Exceptions as Noted: _____

Date Disapproved: _____ Reasons as Noted: _____

Deposit (refundable): _____ Fee (not refundable) _____