

Town of Chatham Community Center & Athletic Field—Facility Use Application

To ensure complete processing, Facility Use Application should be submitted at least sixty (60) days but no fewer than forty-five (45) days prior to the date of the event/class. Applications may be denied if full processing cannot be completed within the available time frame.

Applications must be submitted to Susan Mabile— smabile@chatham-ma.gov

Event Sponsor: _____ Contact, if different: _____

Local Address: _____

Mailing Address, if different: _____

E-Mail: _____ Phone: _____

Location Requested

- ☐ Conference Room
- ☐ Club Room
- ☐ Serving Room
- ☐ Lg Meeting Room
- ☐ Gymnasium
- ☐ Aerobics Room
- ☐ Game Room
- ☐ Other _____
- ☐ Athletic Field/Court (name)

Purpose:

- ☐ Meeting
- ☐ Event/Party
- ☐ Class/Instruction
- ☐ Athletic Event

- ☐ Performance/Theatrical
- ☐ Fundraiser (name)

- ☐ Other

Date(s) Requested (include rain date):

(attach schedule if applicable)

Hours Requested:

(include set-up/clean-up)

From: _____ AM/PM

To: _____ AM/PM

(attach schedule if applicable)

of participants _____

Event/Class Details *(Additional approvals may be required.)*

Is the Event Sponsor a registered non-profit (501C3)? Yes _____ No _____

Will a fee be charged or funds solicited? (if so, how much?) Yes _____ No _____

Will food be offered/provided at the event/class? Yes _____ No _____

Will entertainment be provided at the event (amplified/live)? Yes _____ No _____

Will goods be sold or raffled? Sold Raffled (circle) Yes _____ No _____

Will electricity or water be required? Electric Water (circle) Yes _____ No _____

Will any temporary structures be erected (tents, platforms)? Yes _____ No _____

Is signage being requested? On-Site Off-Site (circle) Yes _____ No _____

Provide a drawing of the facility showing proposed locations of all event components (stage, vendors, food service, alcoholic beverage service tents, registration areas, tables, etc.).

Attach proof of non-profit/not-for-profit status, if applicable.

I have read the Town of Chatham Facility Use Policy regarding the use of this Town facility and agree that I/our business/our organization shall abide by them.

Applicant Signature: _____ Title: _____

Organization: _____ Date: _____

FOR USE BY TOWN STAFF ONLY

Received by: _____ Date of Receipt: _____

NOTES/COMMENTS:

Approved by: _____ Date of Receipt: _____

Town of Chatham– Facility Use Fee Structure

Use Category	Time Frame	Resident	Non-Profit	Non-Resident / Business
Arts & Crafts Fair / Farmers Market	4 hours	\$250	\$250	\$500
Small Event 40 people or less	4 hrs	\$200	\$250	\$350
Large Event 41+ people	4 hrs	\$300	\$375	\$450
Utility Fee (electric/water)		\$25	No Charge	\$25
Business / Class / Program		License w/ town 20% of revenue	License w/ town 20% of revenue	License w/ town 20% of revenue

Town of Chatham– Community Center Room Fee Structure

Use Category	Time Frame	Resident (Chatham Non-Profit)	Non-Profit	Non-Resident / Business
Small Conference	2 hours	No Charge	\$20	\$30
Multi Purpose (Club, serving, Teen, Arts & Crafts)	2 hrs	No Charge	\$20	\$30
Game Room Large Meeting Room	4 hrs	\$50	\$75	\$100
Gymnasium	2 hrs	\$50	\$75	\$250
Business / Class / Program		License w/ town 20% of revenue	License w/ town 20% of revenue	License w/ town 20% of revenue

Town of Chatham– Athletic Facilities

	Time Frame	Local Youth Sports League	Resident Use / Non-Profit League	For Profit League / Non-Resident
Daily Fields/Courts	4 hr block	No Charge	\$40	\$60
Veterans Field Lights	1 hr	\$40 per hour	\$40 per hour	\$40 per hour