



# PINE RIDGE TOWN HALL USE POLICY AGREEMENT

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## Organization's Authorized Official or Agent

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

I, [print name] \_\_\_\_\_ do hereby certify that I am the  
authorized official or agent representing [print organization's full name]

Our organization is a:  Not-for-profit  For-Profit  Private group

Consisting of approximately \_\_\_\_\_ members and is located  within or  outside the municipal  
limits of the Town of Pine Ridge.

We would like to use the Town Hall on [date]: \_\_\_\_\_

We would like to use the Town Hall during the hours of: \_\_\_\_\_

We would like to use the Town Hall for the purpose of: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that I have received a copy of the Pine Ridge Town Hall Use Policy and have thoroughly read the policy and agree to comply with its content in exchange for the privilege of using the Pine Ridge Town Hall. Furthermore, I/we agree to indemnify and hold harmless the Town of Pine Ridge, its officials and employees from any injury, damage, or claims resulting from or attributing to the said organizations or individuals use of the premises.

\_\_\_\_\_  
Signature of Authorized Official / Representing Agent

\_\_\_\_\_  
Date

**One application must be submitted for each date of use.**

### Staff Use Only

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Sent to Council: \_\_\_\_\_

Status of Application:  Approved  Denied  On file