



Town of Houlton
Park Usage Information Form
Houlton Recreation Department | 532-1310

Organizers are required to assure their gathering is conducted in compliance with all State of Maine current Executive Orders that are in effect at of the time of the event.

1. Fill out/sign/return this Agreement Form to the Town of Houlton, Parks & Recreation Department.
2. **IF required**, provide the Town of Houlton with a certificate of insurance for at least \$400,000.00 & the **Town of Houlton, 21 Water Street, Houlton, ME 04730** listed as the “additional insured” on the certificate. (Indicated below)
3. The Rec Dept. will forward this request to the Houlton Police Department for approval & they will respond back to your email or call you for more details (indicated below)
4. It is the responsibility of the organizer to make sure the park is left in good condition after the event & will pay for any damage done to the park due to their event.

Contact Person in charge of Usage (Please print): _____

Organization: _____

Phone Number of Organizer: _____

Address: _____ Town/State: _____ Zip Code: _____

Dates of Usage: _____ Time of Usage: _____

Location of Usage: _____ Anticipated # at Event: _____

Organizers Email Address: _____

Your Event will need: **(Parks & Rec will mark off what is required)**

(X) Certificate of Insurance is required. () HPD Special Function Permit is required.

Will you need HPD involvement / assistance? YES () NO () IF Yes, explain:

Please Describe your event in detail _____

Will you need electricity? YES () NO () *Please note if you need electricity at Monument Park you will need to pick up the key at the Houlton Police Department on the day of the event.

Organizer's Signature: _____ **Date:** _____

The agreement is not in effect until Houlton Recreation Department has received this signed Park Facility Usage Agreement Contract, if needed, the certificate of insurance & if required Special Function Permit from the Houlton Police Department. All Parks & Facilities are smoke & alcohol free, please make sure your event follows this policy.

Houlton Recreation Department (Office Use Only)

Houlton Recreation Dept Signature: _____ Title: _____ Date: _____

() Received Usage Agreement Form – Date: _____ Initials: _____

() Received Certificate of Insurance - Date: _____ Initials: _____

() Received HPD Special Function Permit – Date: _____ Initials: _____