

BARNSTABLE RECREATION DIVISION
141 Bassett Lane
Hyannis, MA 02601
Phone: 508-790-6345 / Fax: 508-790-6279
Permit Application For Building Use

- INSTRUCTIONS:**
1. Complete each section of the application. (Attach necessary documents.)
 2. We strongly suggest providing alternate dates / times / sites.
 3. Return application to the Recreation Office - 141 Bassett Lane, Hyannis or fax 508-790-6279
 4. Please do NOT attach or enclose deposits unless expressly instructed to do so.
 5. Those who claim non-profit status must submit tax exemption certification **(501 (c)(3))** from the state or be charged as per the Fee Schedule (see reverse).
 6. Facility use may not exceed 3 hours. Director may approve special permit requests.

Permits are awarded on a first-come, first-served basis at the director's discretion. Application does not guarantee permission.

Recreation Buildings Available for Rent

Centerville Recreation Building	524 Main Street - Centerville	Lower or Main Floor
Osterville Community Building	First Avenue - Osterville	Gym and Kitchen
West Barnstable Community Building	2377 Meetinghouse Way, Rt. 149 - West Barnstable	Specify Large or Small Room

First Choice: _____ Facility: _____ <i>(Please indicate floor/ room)</i> Day/s: _____ Start Date: _____ End Date: _____ Start Time: _____ End Time: _____	Alternate Choice: _____ Facility: _____ <i>(Please indicate floor/ room)</i> Day/s: _____ Start Date: _____ End Date: _____ Start Time: _____ End Time: _____
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PURPOSE: _____

Is your group officially organized as Non-Profit? No _____ *Yes _____
 *If yes, required documentation must be attached.

Head Count: _____ Admission to be charged: _____ Accepting Donations?: _____

Does your group carry liability insurance? Yes _____ No _____ If yes, amount of coverage: _____

GROUP NAME: _____

CONTACT PERSON: _____

ADDRESS: Street _____ Town _____ Zip _____

DAYTIME PHONE #: _____ **EMAIL:** _____

*****Credit Card (Visa / M/C) #:** _____ **Exp. Date:** _____ **SC#:** _____ **Zip:** _____

Director's Approval: _____ Date: _____

Director's Notes: _____ Fee: _____

*****This information is required for key deposit or request will not be granted.** Revised: 6/2015