

**INSTRUCTIONS FOR MAKING APPLICATION FOR USE OF THE THIRD FLOOR
MEETING ROOM AT THE TOWN OF BENNINGTON'S FIRE FACILITY
130 River Street, Bennington, VT**

1. Complete both pages of application form.
2. Attach certificate of insurance to the application form. If requesting more than one day, coverage must provide \$1,000,000.00 liability for each day the building will be used.
3. Attach payment in full for use of the room (and kitchen if requested). Please make check payable to the "Town of Bennington".
4. Attach separate payment of \$50.00 for the use of the building key fob. Check or cash will be returned for \$50.00 when the key is returned to the Bennington Police Department. Please make check payable to the "Town of Bennington".

PLEASE NOTE: WE WILL NOT ACCEPT DIRECT DEPOSIT FEES THROUGH THE TOWN OF BENNINGTON'S WEBSITE. TWO SEPARATE CHECKS WILL NEED TO BE ISSUED FOR FIRE DEPARTMENT ROOM RENTAL FEE AND KEY DEPOSIT.

5. Send or deliver all of the above to EITHER:

Michelle Farrar, Administrative Assistant
Bennington Police Department
118 South Street
Bennington, VT 05201
Michelle.Farrar@vermont.gov
Phone: (802) 442-2396

Paul J. Doucette, Director of Public Safety
Bennington Police Department
118 South Street
Bennington, VT 05201
Paul.Doucette@vermont.gov
Phone: (802) 442-1030

6. Submission of application is not a guarantee of the use of the room(s). The application will be reviewed and approved or denied by the Public Safety Director and Fire Chief. The applicant will be notified of approval or denial. All funds will be returned if application is denied.