

TOWN OF YARMOUTH
200 Main Street
Yarmouth, Maine 04096

(207) 846-9036 (ext. 212)
Lisa M. Grant, Town Clerk

Fax: (207)846-2403
e-mail: lmgrant@yarmouth.me.us

POLICY and APPLICATION
FOR USE OF THE TRANSFER STATION CANOPY AREA

1. Groups or individuals who wish to utilize the Transfer Station must contact the Town Clerk's office at least **seven (7) business days** prior to the event date to obtain approval. The name of all persons who shall be present during the event, and the name and contact number for the person who shall be responsible for the conduct and activities of such individuals is required to obtain approval. (Please provide this information on page 2 of this application.)
2. Groups/Individuals must check in with the Transfer Station Superintendent or his/her representative upon arrival at the facility.
3. The Town will **not** provide tables and chairs.
 - a. There is a limit of one (1) sign. The sign **MUST** state the **TITLE** of the activity. If pictures or graphics are to be used, pictures/graphics shall be submitted with the application.
 - b. Chairs and tables brought into the facility are not the responsibility of the Town if left unsupervised, and Event Volunteers must have prior permission to leave items overnight.
4. Event Volunteers may contact visitors of the Transfer Station **ONLY AFTER** visitors have completed their business and are leaving the Transfer Station. Volunteers may not call out to any person, citizen or officer to attract attention or cause loud noise, playing of music, any form of video, visual or audio display. This shall not prohibit greeting citizens who approach the Event Volunteers from answering questions or engaging in conversation.
5. Event Volunteers may not allow a crowd to gather where it will impede the passing of others or cause normal flow of business at the facility.
6. Event Volunteers must stay within the area designated for the event. They are not allowed to walk in any traffic area, or other areas of the facility such as the hopper, silver bullet, etc.
7. Event Volunteers not adhering to rules and guidelines will be requested to leave the premises. This may also affect their authorized use of the facility for future events.
8. Space is allowed on a first come / first served basis.

It is the duty of the Town to ensure the safety of all who use the Transfer Station. On the day(s) of the event, it is the Superintendent's (or his representative's) duty to oversee all activities at the Transfer Station.

I have read and understand the items listed above regarding use of the designated area at the Transfer Station, located within the Town of Yarmouth.

Printed Name of Event: _____

Date(s) & Time(s) of Event: _____

Printed Name of Event Sponsor: _____

Phone Number of Event Sponsor: _____

E-Mail of Event Sponsor: _____

List Names, Dates and Times of Those Who Will be in Attendance During the Event
(See maximum attendance guidelines below under "Activities Allowed".)

	Attendee Name	Date(s)	Time(s)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

ACTIVITIES ALLOWED

- **Campaign Groups** – Maximum Attendance: 2 People per Campaign Item
- **Civic Groups** – Maximum Attendance: 10 People
- **Non-Profit Groups** – Maximum Attendance: 10 People
- **Signatures / Petitions** – Maximum Attendance:
1 Person Per Petition; Only 2 Petitions Allowed at One Time

Staff Approval _____

Date _____

March 2023