



Town of Cornish
17 Maple Street
Cornish, ME 04020
Tele (207) 625 4324 Fax (207) 625 4416
townoffice@cornishme.com
www.cornishme.com

Action Request Form Procedure

Purpose

The Action Request form is the means of documenting any concern a person may have regarding the Town of Cornish which requires a response or further action.

Procedure

The Action Request form will be made available in the Town Office and on the Town website.

A concern, question, request is documented on the Action Request Form. The form must have the submitters name in order to be processed and receive a response.

The Action Request form is to be delivered to the Town Office where it will be marked as received by the office staff with initials and a date.

The Action Request form will then be brought to the attention of the selectmen, placed as an agenda item and held in the appropriate folder on the selectmen's desk.

At the designated meeting, the request will be discussed and a response made in writing on the form and to the submitter. In the event the request involved immediate action, a report of the action taken will be made at the meeting.

All investigations will be documented and attached to the form.

Once the request has been satisfied and a response issued, the file will be places in the folder designated for the retention of the reports.



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Town of Cornish

Application for Use of Town Properties

Effective as of February 1, 2019 Fee Schedule

Rental requires proof of insurance, including parking lot of the Cornish Hardware Store

Date of Application: _____ Date requested: _____

Property Requested: _____

Weekend event \$500 ____ 24 hour event \$300 ____ Half day event \$200 ____

Applicant Name: _____

Mailing address: _____

Physical Address: _____

Phone number/ Email Address: _____

Proposed Use: _____

Number people attending function: _____ (Max 135) Alcohol served: _____

Approved with requirements: _____

Not approved with explanation: _____
