



North Berwick Community Center Non-Profit Usage Agreement

Room(s) being used:

- | | |
|--|--|
| <input type="checkbox"/> Main Hall Only | <input type="checkbox"/> Classroom Only |
| <input type="checkbox"/> Main Hall and Kitchen | <input type="checkbox"/> Entire Facility |
| <input type="checkbox"/> Main Hall and Classroom | |

Date(s) _____ **Nature of Event (s)** _____

Time (including set-up and clean-up) **Begin:** _____ AM/PM **End:** _____ AM/PM

Approximate number of people attending _____ (Maximum occupancy – 200)

Responsible Party:

First

Last

Mailing Address

Email Address

City

State

Zip

Home Phone

Work Phone

Cell Phone

****If you would like to have a key for your event you may rent one for a deposit of \$125.00, to be returned to you once we receive the key back. Key Deposit _____ Date: _____ Paid: _____

Terms and conditions:

- The North Berwick Community Center is available to North Berwick and SAD #60 based non-profit groups at no charge. There is a \$25 suggested donation for functions involving use of the kitchen facilities.
- Hall must be left as found unless prior arrangements have been made with Parks and Recreation Director.
- Posted Facility and Kitchen Closing Checklists **must** be followed.
- Damage must be reported to the Parks and Recreation Director immediately.
- Trash removal policy: all trash must be removed by the responsible party/ies at the conclusion of the event. This items in the refrigerator and freezer.
- Facility must be locked upon exit.
- No smoking or alcohol permitted on premises.
- For safety reasons, children under the age of 12 are not permitted in the kitchen area.
- Failure to comply with the above may result in suspension of use privileges.

I have read and understood the terms and conditions of this usage agreement.

Signature: _____ **Date:** _____

*******PLEASE** read the Rental Policies, Rules and Regulations of the Community Center on back!!

Community Center Rental Policies, Rules & Regulations:

(Please read carefully and sign below that you agree to these terms)

MAIN HALL / CONFERENCE ROOM:

- It must be swept and mopped when the event is finished. I will provide the supplies.
- Trash In/Trash Out: ALL trash must be taken out by you. Replace bags(33 gallon)
- All children under the age of 16 must be supervised at all times inside and outside.
- There is **NO** alcohol, tobacco products, or smoking allowed in or outside.
- Bathrooms must be left clean, wiped down and debris free. Lights off please.
- The renter(s) are responsible for turning off ALL lights, closing all windows, turning off fans, the air conditioners are off, and **all** doors must be checked that they have been locked and are secure.
- Absolutely **NO PARKING** in the circle. It is for unloading and loading only. You could be fined....
- Streamers and decorations may not be placed on the walls. NO nails, duct tape, tacks, etc. You will be charged for necessary repairs to bring the walls back to its original condition. REMOVE all decorations...
- No candles or open flames of any kind are to be used inside the Comm. Ctr. or under the pavilion Area. Prior approval may be attained from the Rec. Director for "tea lights".
- No gum allowed inside or outside of the center. -Please watch your language, it is a public space.
- No pets** are allowed inside or outside the Community Center, unless it is a guide dog, or prior permission has been granted by the Recreation Director. NO EXCEPTIONS.....

KITCHEN:

- No children are allowed to be in the kitchen under the age of 16 Years old. NO EXCEPTIONS!!
- If you use **anything** in the kitchen (coffee pots, pan, pot, tray, spoon, ladle, etc.) Please wash it, dry it and put it back.

OUTSIDE:

- Signs, balloons, and/or decorations placed out by the road must be removed by the renter at event end.
- No confetti, glitter or rice can be used as decoration or thrown inside or outside the Community Center.
- No gas or charcoal grills are allowed inside or outside the Comm. Ctr. It is a very busy place and we do not want to see any safety issues or accidents.
- There is also **NO dogs** allowed around the Comm. Ctr. Area. Not even dogs on leashes are allowed. There are safety and health concerns.

I have read and understand all of the above policies, rules and regulations listed and I realize that not abiding by them may cause forfeiture of my \$75.00 rental/cleaning deposit.

Renter's Signature:

Date:

Recreation Director's Signature:

Date:

Kristie L. Michaud

North Berwick Parks and Recreation Director
676-3206 or nbrec@maine.rr.com

Thank you very much for taking the time to read these terms and for helping our Community Center stay a very special place for all within the community to enjoy.....

