



## North Berwick Community Center Non- Profit Rental Agreement

**Room(s) being used:**

- Main Hall Only
- Main Hall and Kitchen
- Classroom Only
- Entire Facility

**Date(s)** \_\_\_\_\_ **Non Profit Tax ID#:** \_\_\_\_\_

**Nature of Event (s)** \_\_\_\_\_

**Time** (including set-up, actual event and clean-up) It is for a 6 hour maximum usage time block.

**Begin:** \_\_\_\_\_ **AM/PM** **End:** \_\_\_\_\_ **AM/PM** **Approx. number of people attending** \_\_\_\_\_

**Responsible Party:** \_\_\_\_\_

**First Name**

**Last Name**

**Organization**

**Mailing Address**

**Email Address**

**Position in Organization**

**City**

**State**

**Zip**

**Home #**

**Cell phone #**

**Date:** \_\_\_\_\_ **Ck #:** \_\_\_\_\_ **\$100.00 Cleaning Deposit**

**\*\*Someone from your organization is responsible for getting the key or code to the lock box a few days before your event. Please do not wait until the day before or the day of the event.**

**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 entire facilities.
- Hall must be left as found unless prior arrangements have been made with Parks and Recreation Director. That INCLUDES sweeping, mopping, cleaning, wiping down counters and trash removed.
- 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 includes items in the refrigerator and freezer.
- Facility must be locked upon exit. Lights and fans must also be turned off.
- No smoking or alcohol permitted on premises. **NO Balloons allowed. No Grills. No Bouncies**
- For safety reasons, children under the age of 16 are not permitted in the kitchen area.
- Failure to comply with the rules & regulations may result in suspension or lose of usage privileges We may keep your cleaning deposit you have put down to pay for someone else to clean things up if you do not. Please just leave it nice for the next person or group using our wonderful facilities.

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Deposit Check: Shred it OR Send back (Circle One) Date Done: \_\_\_\_\_ Initials: \_\_\_\_\_

\*\*\*\*\***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. We will provide the supplies. **MUST DO PLEASE**
- 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 by someone 18+**
- There is **NO** alcohol, tobacco products, or smoking allowed inside or outside on the premises.
- Bathrooms must be left clean, wiped down and debris free. Lights off please. **NO BALLOONS!**
- 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, spoon, ladle, etc.) Please wash it, dry it and put it back.

## **OUTSIDE:**

- Signs 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 unless prior permission has been approved. It is a very busy place and we do not want to see any safety issues or accidents.
- No pools, waterslides or other inflatables allowed unless prior permission has been approved.
- There are **NO dogs** allowed around the Comm. Ctr. Area. Not even dogs on leashes are allowed unless prior permission has been approved. There are safety and health concerns. Please help us enforce this!

**I have read and understand all of the above policies, rules and regulations listed. We hope you realize that the Rec. Director does not have the time to do any of the clean up, straightening, organizing or even put away or do your stuff from your usage. Everyone needs to clean up after themselves for the next group using the facilities. I realize that not abiding by the rules listed may cause forfeiture of my \$100.00 rental/cleaning deposit.**

\_\_\_\_\_  
Organization Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Recreation Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Usage Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed all of the policies \_\_\_\_\_ Date: \_\_\_\_\_ (trash, sweep, mopping, lights.)

Tell them where the chairs and tables go/go back to: \_\_\_\_\_ Date: \_\_\_\_\_



Dear Renter/User of the NB Community Center,

Please find the rules and policies sheet, the general information sheet and the reimbursement fee sheet for the community center in this packet. They are yours to keep for reference in regards to your rental or usage of the facilities. If you have any other questions please feel free to contact me at the above information. We hope you enjoy the usage of our beautiful facilities here in the town of North Berwick.

Sincerely,

*Kristie L. Michaud*

North Berwick Parks & Recreation Director

PS: Please make sure and get the code or key to the building for your rental in the beginning of the week of your rental to ensure enough time for communication.

**This is a copy of the sheet you signed with your rental agreement.  
It is for you to keep.**

## **Community Center Rental Policies, Rules & Regulations of Renters/Users:**

(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. We will provide the replacement bags as a part of the rental fee.
- 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. (Unless prior permission has been obtained)
- There are also **NO dogs** allowed around the Comm. Ctr. Area. Not even dogs on leashes are allowed. There are safety and health concerns. (Unless prior permission has been obtained)
- No bounce houses, other inflatables, water slides or pools. (Unless prior permission has been obtained)

**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 \$100.00 rental/cleaning deposit.**

## **General Information about the North Berwick Community Center and Rentals:**

- Alcohol Permitted: NO
- Smoking: The ENTIRE facility, fields, parking lot, etc. are tobacco free.
- NO PETS: Anywhere in or around the facility. Unless prior permission has been approved.
- Candles: NO
- Balloons: NO
- Electrical Outlets- Several throughout the building
- Tables: 6 Ft. Rectangular - Approx. 13 to 15 of them Please do not drag them across the floor.
- Chairs: Brand new (as of Feb. 2014). Maroon with 2" padded seats and backs. 100 of them.
- Coffee Maker: 12 cup commercial -Coffee Carafes: A few
- Plates: No -Metal Silverware: Yes -Utensils: We have some extra for you to use
- Pots, Pans, Bowls, Baking Trays, Platters: We have a few extra you may use
- Full Commercial Kitchen with a Refrigerator, Microwave, Stove Top, Ovens, Freezer: Yes  
Please take anything from the refrigerator and freezer that you have not used with you.
- Food Prep Area: Yes, large tables in kitchen
- Ice Maker: No
- Trash Cans: Yes
- Trash Bags: You must provide 33 Gallon replacement bags for each trash can. 32 Gallon bags DO NOT  
FIT. (they do not have to be NB pay-as-you throw bags)
- Trash: MUST be taken with you, we do not provide a dumpster for rentals
- Bathrooms: 4 stalls with one handicapped accessible unit
- Parking: A large paved lot. The circle out front is for unloading and loading ONLY. It is a fire lane and it is an expensive ticket...
- Projector/ TV: NO
- Wall space is available for you to bring a projector and project something of your own on.
- Soda Machine: No
- Water Fountain: Yes
- Coat Hanging Area: Yes
- Handicapped Accessible: Yes, we have a ramp on the side door
- Cleaning Tools and supplies: are provided for you
- Water Slides, pools and other inflatables are not allowed unless prior permission has been approved,
- Children: No one 16 and under in the kitchen area- No exceptions, it is an OSHA Law
- Children: Please do not let them run around or rough house inside the community center. We do not  
want them hurt or things to get broken.
- Outside Area: The outside area must be left clean as well.
- Grills: No grills are allowed unless prior permission has been approved.

**\*\*The renter is responsible for turning off the lights (bathrooms included) and fans, making sure all windows are closed and that ALL doors are closed and locked.**

Renter is responsible for gaining the information needed to access the Community Center for your rental.

Access to NBCC for rentals: Renter is provided with a four-digit code, which you use on our lock box attached to the outside door handle. Once you place the code in and push the black button down the box will pop open and there will be a key to the main door and the Furnace Room which is where all of the cleaning supplies are stored for your usage at the end of your event. The code is changed every Monday for everyone's security. You can text me at 651-9590 for the code when necessary. Please text for the code in the beginning of the week you are renting it to give yourself

enough time to get the code. Please do not wait until FRIDAY to do it in case the Rec. Director is sick or unavailable.

## **Community Center Rental or User Potential Reimbursement Fees:**

If you have rented the North Berwick Community Center and have not taken care of all of your requirements for using/renting the Community Center then a portion or all of your deposit may be kept to cover the costs of returning it to the appropriate condition for the next renter/user. In the event that we need to keep a portion of your cleaning deposit then we will deposit your check and request the balance that is left in the form of a check from the Town of North Berwick. It may take up to 4 weeks for the refund check to come to you.

### **Price Breakdown:**

Disposing of the trash: \$25.00

Sweeping and Mopping the Floors: \$40.00

Kitchen Cleaning: \$25.00

---(Wiping down the counters, cleaning the sinks/drains, items washed and away, floor swept and mopped, throwing of items left in refrigerator)

Bathroom Cleaning: \$25.00

---(Wiping down the counters, cleaning the sinks/drains, floor swept and mopped)

Removing Decorations and/or signs: \$10.00 Cost of repairing if necessary.

Turning off lights or fans: \$10.00

Outside Trash: \$25.00

--- (Such as cigarette butts, trash overflowing from cans, bottles, etc.)

# **We hope you enjoy your rental at the North Berwick Community Center!**