

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 We will provide the replacement bags as a part of your rental fee.
- 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.

I hope I have answered all of your possible questions but if not feel free to email me back. **This sheet is yours to keep....**

Kristie L. Michaud
North Berwick Parks and Recreation Director