

## **EASTBROOK COMMUNITY CENTER**

### **SCHEDULING**

**All scheduling must be accomplished by registering and completing the appropriate forms at the Town Office during regular office hours.**

### **USE FEES**

#### **1. Non-residents**

Rental Fee- \$150.00 for Weddings, Banquets, Anniversaries and all other large functions, using hall and kitchen.

1A Rental and Cleaning Fee- \$25.00 for up to 50 people for small functions, Baby Showers, etc. \$75 for 51 to 75 people.

This fee is not refundable.

#### **2. Residents & Taxpayers**

Rental Fee- \$100.00 for weddings, 76-150 people (Seating capacity is 150)  
\$50 for 51-75 people/\$25 for up to 50 people

A. No charge for local organization meetings for non-profit groups.

B. No charge for school dances or other school functions. School dances must be chaperoned.

For activities # 2A and 2B, where no rental charge is made, the building must be thoroughly cleaned afterwards. This will allow us to continue these activities with no cleaning deposit being required.

### **FUND RAISING ACTIVITIES**

For benefit dinners, rummage and bake sales, auctions, civic groups, etc. For Non-residents there will be a \$50.00 cleaning fee. Residents--\$25.00 fee.

### **CLASSES, SEMINARS AND OTHER INCOME PRODUCING ACTIVITIES**

Small office: Charge is \$15.00 per day/night.

Large room: Charge is \$25.00 per day/night.

## **REGULATIONS**

1. All reservations for the Community Building must be made well in advance with the Town Office during posted office hours.
2. **One Sheriff's Deputy in uniform must be in attendance at all functions where liquor is to be consumed.** Renter to arrange for and assume cost of Deputy. Please make certain to contact the Sheriff's office well in advance to arrange for a Deputy.
3. Any and all groups renting the hall must provide a **Certificate of Liability Insurance.**
4. If liquor is to be served, the group shall provide a **Host Liquor Liability Certificate of Coverage** for the function, even if the function is BYOB.
5. Cancellations: A 48-hour notice must be given in advance for full refund. A shorter notice may result in a portion of the deposit being forfeited.
6. A deposit of at least 25% of the rental fee, a copy of the Certificate of Liability Insurance and/or the Host Liquor Liability coverage (or cover letter from your insurance agent) **must be turned into the Town Office with this signed form well in advance of the event.** The date and time of your reservation will be confirmed when this form is received. Any balance due must be paid at least 5 days prior to the date of the function.
7. After each activity, the premises shall be picked up in a preliminary cleaning—trash removed from tables and placed in receptacles with liners, kitchen straightened, and dishes washed, put away and remove all food. **This must be done before noon the following day.**
8. Renters will be held liable for any and all damage to the building and/or equipment and shall be billed accordingly. **Please do not drag tables or chairs across the floors. Do not sit on tables.** Do not stack chairs more than four to a stack. No climbing on stacked chairs.

9. **Decorations must be non-flammable.** No holes shall be bored, nor nails, screws or bolts used on any exterior or interior surface, walls or trim. There are to be no alterations to the building.
10. A 12:01 A.M. curfew is set, by which time the building shall be vacated.
11. A security check of the building must be performed prior to vacating the building.

This check is to include:

1. All doors must be closed (pulled completely shut).
  2. All bathroom facilities must be flushed and the lights turned out.
  3. All lights in all rooms must be shut off.
  4. Make certain the fan is off.
  5. Shut down all pilots and the gas for the stove if the stove has been used.
  6. Empty all dishes from the dishwasher and replace in the cupboards.
  7. All chairs and tables taken from the storage room are to be replaced in the same neat order in which they were found.
  8. Bag and remove all trash from the premises.
12. There shall be no rice or confetti used in the building or entry ways.
  13. **SMOKING IN PUBLIC BUILDINGS IS PROHIBITED BY STATE LAW.** Please show your consideration for fellow citizens and our buildings by keeping smokers outdoors. Must be 20 feet from front door which is **STATE LAW**. Smoking stand by stairs is the Designated Smoking Area. No smoking allowed anywhere in the building.
  14. Renter assumes all responsibilities for all children and minors on the premises, especially if liquor is being consumed.  
**CHILDREN MUST BE UNDER DIRECT ADULT SUPERVISION AT ALL TIMES.**  
**THERE IS TO BE NO RUNNING IN THE BUILDING.**
  15. **DO NOT LEAVE A MESS!!!**

These Fees and Regulations have been approved by the Board of Selectmen of the Town of Eastbrook since January 11, 2006.

**AGREEMENT**

I/We have read the Regulations for renting the Eastbrook Community Building and agree to abide by them.

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

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

Enclosed is my check in the amount of \$ \_\_\_\_\_, for use of the Community Building for the following purpose:

Name of Group or Persons: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of people who will attend: \_\_\_\_\_

Time of Event: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ p.m.

Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

Facilities to be used:

Kitchen     Auditorium     Stove

Check where appropriate:

\_\_\_\_\_ There will be liquor consumed at this function. The Sheriff's office has been contacted and arrangements made for a Deputy to be in attendance.

\_\_\_\_\_ Certificate of Liability Insurance is enclosed.

\_\_\_\_\_ Host Liquor Liability Coverage Certificate is enclosed.

\_\_\_\_\_ There will be no liquor consumed at this function.

Person(s) responsible for rental:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Please mail this completed page, payment and insurance certificates to:

Community Building Rental  
Town Office  
959 Eastbrook Road  
Eastbrook, ME 04634