

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.

All other rentals \$100.00 for smaller functions.

*This fee is not refundable.

2. Residents & Taxpayers

Rental fee-\$100.00 for Weddings and other large functions

All other smaller functions \$50.00

*No fee for local organization meetings, non-profit groups, school dances or other school functions (school dances must be chaperoned). Any of these listed functions without a fee, **USER MUST CLEAN BUILDING THOROUGHLY** (This will allow us to continue these activities with no cleaning fee).

FUND RAISING ACTIVITIES

For benefit dinners, rummage and bake sales, auctions, civic groups, etc.

For Non residents \$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

9. DECORATIONS MUST BE NON-FLAMMABLE. No holes, nails, screws or bolts in any exterior or interior walls or trim. No alterations to the building. ***ANY DAMAGE TO THE COMMUNITY BUILDING PROPERTY WILL BE CHARGED TO THE RENTER ON THE SIGNED AGREEMENT.***

10. 12:01 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 TO INCLUDE

- 1. All doors must be closed (pulled completely shut)**
- 2. All bathroom facilities must be flushed and lights turned off.**
- 3. All lights in rooms used must be shut off.**
- 4. Make certain fan is off.**
- 5. Shut down all pilots and gas for the stove (if it was used).**
- 6. Wash and put away all dishes that were used.**
- 7. All chairs and tables taken from back storage room must be put back away neatly and room set up left as it was.**
- 8. Bag and bring all trash to dumpster and replace bags.**

12. There shall not be confetti or rice used in building or outside.

13. SMOKING IS PROHIBITED IN PUBLIC BUILDINGS BY LAW. Please be considerate and keep smoking away from our building outside by the stairs (this is the designated 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 SUPERVISION AT ALL TIMES. THERE IS NO RUNNING IN THE BUILDING!

15. DO NOT LEAVE A MESS!!!!

THESE FEES AND REGULATIONS HAVE BEEN APPROVED BY THE SELECTMEN OF THE TOWN OF EASTBROOK SINCE JANUARY 11, 2006 AND AMENDED JANUARY 1ST 2023.

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