

Belgrade Community Center for All Seasons / North Belgrade Community Center
CONTRACT FOR FACILITY USAGE

Name of individual/organization responsible: _____

Address: _____

Telephone Number: (H) _____ (W) _____

Type of organization: _____ Type of Event: _____

Date requested: _____ Hours/Times requested: _____

(These hours must include set up time and clean up time)

Circle One: Belgrade Resident Non-Belgrade Resident

Are you a Belgrade Community Service or Belgrade Non-profit organization? _____

Note: Non-profit organizations based in the Town of Belgrade may be exempt from being charged a rental fee for town recreation facilities. Any exemption from rental fees is subject to the review and discretion of the recreation director, or in their absence, the Town Manager or their designee. Exemptions will be reviewed on a case-by-case basis.

Organizations must provide proof of non-profit status.

Fee Structure: (Circle rate that applies and enter amount to right)

North Belgrade Community Center (NBCC)

Belgrade Residents: \$25/hr x #hours = \$

Non-Belgrade Residents*: \$50/hr x #hours = \$

Belgrade Community Center (CFAS) Gym Social Room Facility**

Belgrade Residents: \$35/hr \$25/hr \$50/hr x #hours = \$

Non-Belgrade Residents*: \$70/hr \$50/hr \$100/hr x #hours = \$

*Includes out of town companies or organizations

**Facility Rental does not include Historical Society Space

Other Fees: Set up and use of Stage \$30 \$

Use of Projector \$20 \$

Use of Projector Screen \$20 \$

Use of the Sound System \$20 \$

CHAIRS NEEDED # TABLES NEEDED (so they can be reserved)

Guests expected (NBCC building capacity = 50; CFAS building capacity = 200)

Total Rental Fee \$

Cleaning Deposit (Separate check; applies to all renters; returnable if space is left clean) **\$ 50**

Submit two SEPARATE checks payable to: Town of Belgrade

Send to: Belgrade Community Center for All Seasons

1 Center Drive

Belgrade, ME 04917

Your signature below (by 'X') indicates that you acknowledge and agree to the following:

- In addition to approval, your deposit confirms the reservation. Without your deposit, your rental cannot be guaranteed. All fees must be received 21 days prior to the event; fees will be refunded if you cancel at least 21 days prior to the event.
- The \$50 cleaning deposit is due with contract for usage of the facility. Your deposit will NOT be cashed **unless** the facility is not left in the same state clean and orderly **OR** there is negligent damage during your rental. There is a carry-in/carry-out trash policy. Renters will be responsible for any damages incurred to the facility during their event. If the facility is left in a clean and orderly condition, the cleaning deposit check for \$50.00 will be shredded. Note that the check can be returned within 14 days after the scheduled event, if requested (provide stamped, self-addressed envelope with this application).
- All facilities are non-smoking.
- Failure to adhere to this contract may result in denial of future use of the facility by the individual and/or organization.
- If serving alcohol, there are mandatory requirements. See the director for separate contract.
- **If applicable**, renters must provide proof of comprehensive general liability insurance (appears on personal policies as an insured location rental) at least 10 days prior to the event.
- **The fireplace is not to be used.**

FOR EMERGENCIES CALL: Recreation Director, Daniel MacGlashing – 207-351-5485

Recreation Director **Date** **X** **Renter** **X** **Date**

SPECIAL ARRANGEMENTS:

OFFICE USE ONLY

APPROVED _____ DISAPPROVED _____