

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 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? _____

Fee Structure: (Circle those that apply and fill in amount)

North Belgrade Community Center

Belgrade Residents: \$15/Hr x ____/hours = \$ ____
 Non Belgrade Residents: \$30/Hr x ____/hours = \$ ____

Belgrade Community Center

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 Library Space

SET UP AND USE OF THE STAGE \$10 _____
USE OF THE PROJECTOR \$10 _____
USE OF THE PROJECTOR SCREEN \$10 _____
USE OF THE SOUND SYSTEM \$10 _____

CHAIRS NEEDED _____ # TABLES NEEDED _____

Guests expected _____

Total Rental Fee

Cleaning Deposit (all renters) Returnable if space is left clean (write separate check) **\$100**
 (We have a carry in/carry out trash policy.)

2 SEPARATE Checks payable to: Town of Belgrade
Send to: Belgrade Community Center for All Seasons
1 Center Drive
Belgrade, ME. 04917
207-495-3481

I acknowledge and agree to the following:

- Your deposit will confirm your reservation. Please be advised that without your deposit your rental cannot be guaranteed.
- A \$100 cleaning deposit is due with the contract for usage of the facility. Your deposit will NOT be cashed: **unless** the facility is not left in the same state in which it was entered OR there is negligent damage during your rental.
- Rental fees must be received 21 days prior to the event; deposit will be refunded if event is cancelled at least 14 days prior to the event.
- If the facility is left in a clean and in orderly condition, the cleaning deposit of \$100.00 will be disposed of. The check can be returned within 14 days after the scheduled event, if requested.
- All renters will be responsible for any damages incurred to the facility during their event.
- **If applicable**, all renters must provide proof of comprehensive general liability insurance (appears on personal policies as an insured location rental) and must be provided at least 10 days prior to the event.
- All facilities are non-smoking.
- It is also acknowledged that failure to adhere to this contract may result in denial of future use of the facility to me and/or the organization I represent.
- If you are serving alcohol, there are mandatory requirements. Please see the director for the contract.
- **FIRE PLACE:** The fire place is not to be used, unless approved by the Director.
- **EMERGENCIES CALL: Valencia Schubert 314-2965 or Scott Damren 215-1021**

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

SPECIAL ARRANGEMENTS:

OFFICE USE ONLY

 APPROVED _____ DISAPPROVED _____

Belgrade Center for All Seasons
Clean-up and Shut Down Checklist

To All Renters:

As part of your rental agreement, we ask you to do your part in the general upkeep of our community center. Each renter should return it in its original condition. Below, we have provided you with a general clean up and shut down checklist. Thank you in advance for your cooperation.

- ✓ Replace tables and chairs in storage area in the entrance.

- ✓ We use a carry in carry out trash policy. There are trash bags in the janitor's closet on the shelf straight in front of you. You may use the dumpster in the upper parking lot for your convenience.

- ✓ Tidy up the restrooms (pick up & empty trash and clean off sink counters.)

- ✓ Wash table tops. Clean surfaces of the kitchen counter, sink and stove.

- ✓ Vacuum the carpet in the social room if needed. (The vacuum is located in the social room closet to the left.)

- ✓ Sweep hallway and kitchen floors if needed. (There are two push brooms in the janitor's closet).

- ✓ Unplug, empty and wash coffee pots if they are used.

- ✓ Insure that stove, oven and burners are off.

- ✓ Turn out all interior lights except light over map at entry.

- ✓ A volunteer will open and close for you, unless other arrangements have been made.

We would like to remind you that the community center is a **designated non-smoking facility and that use of alcohol in the building or on the grounds is prohibited without an approved Alcohol Contract.**

No Dogs Are Allowed On The Grounds.

Thank you for your support and cooperation.

For Immediate Assistance please call:

Valencia Schubert 314-2965 or Scott Damren at 215-1021