

## North Berwick Community Center Non- Profit Rental Agreement

Room(s) requesting to use:

- ☐ Main Hall Only
- ☐ Main Hall and Kitchen
- ☐ Classroom Only
- ☐ Entire Facility

Individual/ Group Using the Facility: \_\_\_\_\_ 501c #: \_\_\_\_\_

Nature of Event(s): \_\_\_\_\_ Date(s): \_\_\_\_\_

Time (including set-up, actual event and clean-up) 6 Hour Maximum Begin: \_\_\_\_\_ AM/PM END: \_\_\_\_\_ AM/PM

Approx. number of people: \_\_\_\_\_ \$100 Cleaning Deposit Check required: Received \_\_\_\_ Ck # \_\_\_\_\_ Date: \_\_\_\_\_

Person responsible (Group): \_\_\_\_\_  
First Name Last Name Position within organization

\_\_\_\_\_  
Mailing Address Email Address

\_\_\_\_\_  
Town/City State Zip Home # Cell phone #

**YOU are responsible for contacting the Rec. Director the Monday or Tuesday of the week of your event so you have the code for the lock box. You will not be able to reach the Rec. Director after 3pm on Friday or the weekends This may affect your rental. Please initial you understand this policy.**

**Initial: \_\_\_\_\_ Date: \_\_\_\_\_**

A 4-digit code will be provided to you. Inside the box on the front door will be a key to the front door and Maintenance Room where the cleaning supplies are kept.

### Terms and conditions:

- The North Berwick Community Center is available to North Berwick and SAD #60 based non-profit groups at no charge. You **MUST** have a non-profit 501c number.
  - There is a \$25 suggested donation for functions involving use of the entire facilities.
  - Hall must be left as found unless prior arrangements have been made with Recreation Director. INCLUDES sweeping, mopping, cleaning, wiping down counters and trash removed.
  - Posted Facility and Kitchen Closing Checklists must be followed.
  - Damage must be reported to the Recreation Director as soon as possible.
  - Trash removal policy: **All trash** must be removed by the responsible party(ies) at the conclusion of the event. This includes items in the refrigerator and freezer.
  - Facility must be locked upon exit. Lights and fans must also be turned off.
  - No smoking or alcohol permitted on premises. **NO Balloons allowed. No Grills. No Bounce Houses**
  - For safety reasons, children under the age of 16 are **not** permitted in the kitchen area.
  - The renter/group is responsible for all members attending the event and must enforce the rules & guidelines.
  - **You CANNOT enter the building before your scheduled start time.**
  - **Not following the rules & regulations will result in the forfeiture of your deposit.**
- Weather Policy:** If there is a snow or ice storm, we cannot guarantee the NBCC will be plowed out or ready for your scheduled event. Our first priority is making sure the roads in town are taken care of. If you cancel your event due to weather you can either reschedule it or we will issue you a refund. Thank you for understanding.

**I have read and understood the terms and conditions of this usage agreement.**

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

Deposit Check: Shred it OR Send back (Circle One) Date Done: \_\_\_\_\_ Initials: \_\_\_\_\_

**\*\*\*\*\*PLEASE read the Rental Policies, Rules and Regulations of the Community Center on back!!**

# **Community Center Rental Policies, Rules & Regulations:**

## **MAIN HALL / CONFERENCE ROOM:**

**-NO Balloons of ANY kind are allowed.** We will keep your deposit if this rule is broken.

**-NO Alcohol of any kind.** We do not have a liquor license.

**-NO tobacco products** of any kind are allowed anywhere (fields, parking lot, playground, pavilion, trails, etc.) around the community center area. That includes smoking, chewing or vaping. You must go out to the road to do so.

**-NO candles or open flames** of any kind are to be used inside the Comm. Ctr. or under the pavilion Area. Prior approval may be attained from the Rec. Director for "tea lights".

**-No gum** allowed inside or outside of the center.      -Please watch your language, it is a public space.

**-No pets** are allowed inside or outside the Community Center, unless it is a guide/service dog, or prior permission has been granted by the Recreation Director. They are not allowed anywhere around the facilities. NO EXCEPTIONS.

-The entire center must be swept and mopped when the event is finished. We will provide the necessary supplies.

- **YOU must take all of your trash with you.** We will provide the replacement bags as a part of the rental fee.

-All children at your event who are under the age of 16 must be supervised at all times inside and outside.

-Bathrooms must be left clean, wiped down and debris free. Lights off please.

-The renter(s) are responsible for turning off ALL lights, closing all windows, turning off fans, the air conditioners are off, and all doors must be checked that they have been locked and are secure. If left on we will keep your deposit.

-Absolutely **NO PARKING in the circle.** It is for unloading and loading only QUICKLY. It is a FIRE LANE. The NB Police monitor this and you may be fined accordingly.

-Streamers and decorations cannot be placed on the walls. **NO** nails, duct tape, tacks, etc. You will be charged for damages incurred.

## **KITCHEN:**

-Please do not overload the electrical plugs/circuits. You may trip the breaker and won't have access to the panel.

-**No** children are allowed to be in the kitchen under the age of 16 Years old. NO EXCEPTIONS!! OSHA rule.

-If you use anything in the kitchen (coffee pots, pan, pot, tray, spoon, ladle, etc.) Please wash it, dry it and put it back.

## **OUTSIDE:**

-Signs, balloons, and/or decorations placed out by the road must be removed by the renter at end of event.

-No confetti, glitter or rice can be used as decoration or thrown inside or outside the Community Center.

-No gas or charcoal grills are allowed inside or outside the Comm. Ctr. It is a very busy place and we do not want to see any safety issues or accidents. (Unless prior permission has been obtained)

-**There are NO dogs allowed around the Comm. Ctr. Area.** Not even dogs on leashes are allowed. There are safety and health concerns. (Unless prior permission has been obtained)

-No bounce houses, other inflatables, water slides or pools. (Unless prior permission has been obtained)

-PLEASE do not move the picnic tables.      -You may use the pavilion area but it is not reserved and others may use it too.

- **You CANNOT enter the building before your scheduled start time.**

**-Not following the rules & regulations will result in the forfeiture of your deposit.**

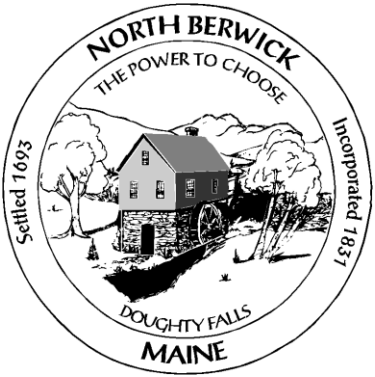
**I have read all of the above listed rules and regulations and understand that not following the rules and regulations will result in the forfeiture of my deposit.**

\_\_\_\_\_  
Responsible Persons Signature:

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

\_\_\_\_\_  
(Confirmed) BY: \_\_\_\_\_ Date: \_\_\_\_\_

Kaylyn Bell, N.B. Recreation Director      676-3206 or nbrec@maine.rr.com



Dear Renter/User of the NB Community Center,

Please find the rules and policies sheet and the general information sheet for the community center in this packet. They are yours to keep for reference in regards to your rental or usage of the facilities. If you have any other questions, please feel free to contact me. We hope you enjoy the usage of our beautiful facilities here in the town of North Berwick.

Sincerely,

*Kaylyn Bell*

North Berwick Parks & Recreation Director

**YOU** are responsible for contacting the Rec. Director the Monday or Tuesday of the week of your event so you have the code for the lock box. You will not be able to reach the Rec. Director after 3pm on Friday or the weekends This may affect your rental.

This is a copy of the sheet you signed with your rental agreement.  
It is for you to keep.

## **Community Center Rental Policies, Rules & Regulations:**

(Please read carefully and sign below that you agree to these terms)

### **MAIN HALL / CONFERENCE ROOM:**

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### **KITCHEN:**

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-PLEASE do not move the picnic tables. -You may use the pavilion area but it is not reserved and others may use it too.

-**You CANNOT enter the building before your scheduled start time.**

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## **General Information about the North Berwick Community Center and Rentals:**

- NO 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.
- NO Candles or Open Flames (ask permission for tea lights)
- NO Balloons
- NO Grills (Inside or Outside)
- NO Bounce Houses or inflatables anywhere around the property.

### **Kitchen:**

Coffee Maker – We have a 12-cup commercial coffee pot for your use. We provide the filters.

Coffee Carafes- we have a few for you to use

Warming Servers- we do not have any for you to use.

Ice Maker- NO

Trash Cans- we have a couple for you to use.

Trash Bags- we provide them for you.

Trash Must be taken by you. The dumpster is for Rec. Dept. business only.

Plates- None for you to use. Metal Silverware- we do have some for you to use.

Utensils- we have some extras you may use.

Pots, Pans, Bowls, Trays, platters- we have a few of them you may use.

Microwaves- we have two for you to use.

Full sized commercial kitchen that includes a refrigerator, freezer, cook top, oven, griddle

Food Prep area- we have large tables with counters for your prep space

Recycling- we recycle bottles and cans only. There is a can for them.

Cleaning Supplies- we provide you with the brooms, mops, floor cleaner, Clorox wipes, paper towels

### **General Info:**

Decorating- you cannot use tape, tacks, nails, etc. Director can show you where you can hang things.

Electrical Outlets- Several throughout the building

Tables: 6 Ft. Rectangular - Approx. 13 to 15 of them, 6-7 round tables. Please do not drag them across the floor.

Chairs: Maroon with 2" padded seats and backs.

Water Fountain: Yes

Coat Hanging Area: Yes

Audio/Visual: Yes

Handicapped Accessible: Yes, we have a ramp on the side door

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. Under 16 must be supervised please.

Outside Area: The outside area must be left clean as well.

**The renter is responsible for all those in your event. Breaking of the rules/guidelines will result in loss of the deposit.**

**\*\*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.

NOTE: Rec. Director is not available after 5pm during the week or any time on the weekends.

**YOU are responsible for contacting the Rec. Director the Monday or Tuesday of the week of your event so you have the code for the lock box. You will not be able to reach the Rec. Director after 3pm on Friday or the weekends This may affect your rental.**

**We hope you enjoy your rental at the North Berwick Community Center!**