



FACILITY USE AGREEMENT Old Robie School 668 Gray Rd Gorham ME

INVOICE # 2095

Apr 28, 2014

75 South Street, Suite 1
Gorham ME 04038
207-222-1630
FAX 839-7752

DATE DEPOSIT REFUNDED

name	
address	
Home phone	Cell phone
Email	

Event Date	<input type="text"/>	Day	<input type="text"/>
Start time	<input type="text"/>	End time	<input type="text"/>
Total Hours	<input type="text"/>	Attendance	<input type="text"/>
Event Type			
Rental fees include time in building			

Notes:	# Hours	description	fee	subtotal:
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Gorham
Recreation
Director
Cindy Hazelton
671-4219**

Rental fees

Deposit

\$250 min / \$450 all day

Total

Payment Method	Payment Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

BALANCE DUE

Please send one check for deposit, which will be held, and one check for rental fee.

I agree that there will be no nudity, underage drinking or other illegal activities, and any person under the age of 21 will be accompanied by a parent or guardian.

I am responsible for all damage that may occur and understand I will forfeit my security deposit as a minimum of damages. I will give a 48 hours notice of cancellation or forfeit my security deposit.

A signed rental agreement, security deposit of \$250 and rental fee are required to hold date and time 1 week before the date of rental.

Insurance rider naming Town of Gorham as additionally insured has been provided if alcohol is being served.

I, the undersigned, being the responsible individual and /or representative of the above listed organization have read and agree to abide by the schedule of fees and rental conditions outlined in rental guidelines and rental agreement. I understand failure to abide by the terms of this agreement will result in the termination of agreement.

Printed Name _____ Date _____

Signature _____
(Person signing Must be present for duration of time facility is rented)

**Please sign and return one copy of Rental Agreement to Gorham Recreation Dept.
Keep clean up guidelines and one copy of agreement for your records.**

Gorham



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Robie School is restricted to no more than 150 persons.

Decorating: Do not attach anything to the walls or ceiling; use hooks provided. Completely remove ALL decorations when finished immediately following the event.

Alcohol is NOT permitted in or on the grounds, unless alcohol is provided by a caterer with appropriate licenses and insurance OR renter provides rental waiver from their home/apartment insurance policy naming Town of Gorham as additional insured if possible. Copy of licenses and insurance must be provided to Recreation Department before rental event. The Town of Gorham offers facility use insurance through Maine Municipal Association. Please visit their website at www.ebi-ins.com/tulip. Authorization code is 0419-002.

Smoking is NOT permitted in the building. There will be no exceptions. Smoking will be permitted outside the building, in designated areas, where receptacles are located.

KITCHEN: Please use a cutting board if you are going to chop, slice, or cut. Cutting boards are located in the kitchen. DO NOT CUT DIRECTLY ON THE COUNTERS.. Monitor youngsters around the ovens and burners. Be sure everything is turned OFF when you leave. We have dishes and tableware for 175 - all silverware, mugs, glasses and dishes must be washed in the dishwasher that takes 50 minutes to run.

TABLES AND CHAIRS: We have seven 8 foot rectangle tables, fourteen 5 ft round tables, and one 4 ft round tables and 150 chairs, when moving the tables and chairs please use extreme caution as not to mar doorways or floors. After use, return them to where they were found.

Leaving the Facility: Please refer to checklist which will be found in the kitchen. Remove all decorations. Bag and remove all trash from premises. Leave a fresh bag in the waste can. Sweep, Vacuum and, Mop if needed. Return tables and chairs to where they were found. Remove all personal property. We are not responsible for lost, stolen or damaged belongings. Sweep floors and vacuum rugs. Facility must be as clean, or cleaner, than you found it.

Gorham Recreation Department has no interest or control in any manner of the uses and activities conducted by the renter on the premises pursuant to this agreement. By its use and control of the premises. User agrees to assume premises liability for those portions of the premises used. The user (s) of the facility agrees to hold Gorham Recreation Department and The Town of Gorham harmless for any and all loss, injury or damage to the premises caused by the User, its guests, or invitees, or to the personal property of persons or the User, its guests, and invitees, on the premises during the period of the User's use of the premises.

FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN THE FORFEITURE OF ALL OR PART OF YOUR DEPOSIT. If the building is NOT cleaned to the satisfaction of the Gorham Recreation Department, the security deposit will be forfeited.

Security Deposit will be refunded within 60 days after the inspection, if premises are left in clean, orderly condition with no loss or damages.