

Skowhegan Renaissance Center
60 Water Street (Physical)
Skowhegan, Maine 04976

Facility Rental Agreement

Name of Organization _____

Contact Person _____

Telephone # _____ Email _____

Mailing Address _____

Event Explanation _____

Dates Requested _____ Time in _____ Time out _____

of Attendees expected _____ Written Directions needed _____

For Profit _____ Non Profit _____

All events are listed on the Web site Calendar if you want this event not posted on the web calendar, Please check here and a general listing will be used to show space occupied. Use General listing on web site _____

Please return signed agreement form by _____ in order to reserve dates as requested above.

I have read the application and policy form and fully understand the regulations and fees for the use of the Skowhegan Renaissance Center. Furthermore, I do understand as the applicant, that I will be responsible for any damages, should any occur during this event.

Applicant Signature _____ Date _____

The Skowhegan Renaissance Center is Handicap accessible	Please mail to : Economic and Community Dev. Town of Skowhegan 225 Water St Skowhegan Me 04976	The Skowhegan Renaissance Center is a Tobacco Free Facility – Inside and Outside.
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For office use only

Rental Fee \$ _____ Paid _____ Date _____

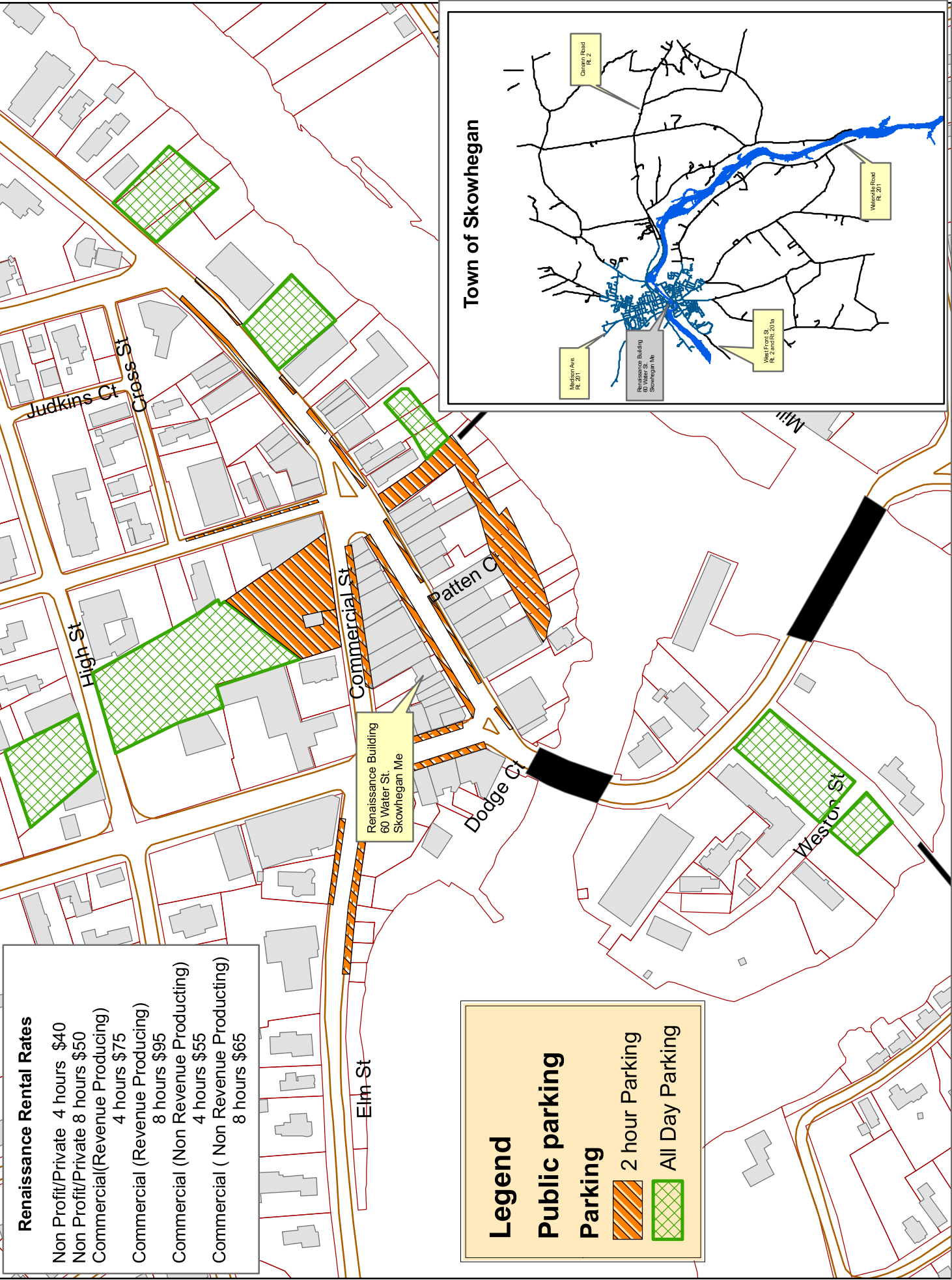
Authorized by _____ date _____

Retain For Your Records

POLICY FOR RENTAL OF THE SKOWHEGAN RENAISSANCE CENTER

1. Use of Tobacco Products, inside or outside, is strictly prohibited.
2. It is the responsibility of the person/group using the facility to leave the room in the same condition that it was upon arrival, unless prior arrangements have been made.
3. The user of the Renaissance Center shall make certain that all exits remain free of all obstructions or impediments at all times.
4. No furnishings, decorations, or other objects shall be used or placed, as to obstruct exits, access thereto, egress from, or visibility thereof.
5. Hangings or draperies shall not be placed over exit doors, or otherwise located as to conceal or obscure any exit.
6. No furnishings or decorations of an explosive or highly flammable character shall be used. Note; Christmas trees, ordinary crepe paper decorations and pyroxylin plastic decorations are classified as highly flammable.
7. Flammable furnishings or decorations shall be flame resistant.
8. No open flame devices shall be used, except where necessary for ceremonial, religious, or theatrical performances and prior permission has been granted by the Fire Chief.
9. No portable cooking devices shall be used except as provided in item 8 above.
10. No food or drink shall be allowed in any area of the Renaissance Center other than the kitchen or designated meeting room areas.
11. No Pets in the building.
12. Any violation of this policy will be just cause to deny any future use of the Renaissance Center.

Skowhegan Renaissance Center
225 Water Street (Mailing)
60 Water Street (Physical)
Skowhegan, Maine 04976
Phone: (207) 474-6905
Fax: (207) 474-9413
E-mail: info@skowhegan.org





Renaissance Rental Rates

Non Profit/Private	4 hours	\$40
Non Profit/Private	8 hours	\$50
Commercial (Revenue Producing)	4 hours	\$75
Commercial (Revenue Producing)	8 hours	\$95
Commercial (Non Revenue Producing)	4 hours	\$55
Commercial (Non Revenue Producing)	8 hours	\$65

Legend

Public parking

Parking

-  2 hour Parking
-  All Day Parking

