



# Skowhegan Community Center & Parks & Recreation Department

39 Poulin Dr. Skowhegan, Maine 04976

(207) 474-6901

## Facility Rental Agreement Form

Name of Organization or Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

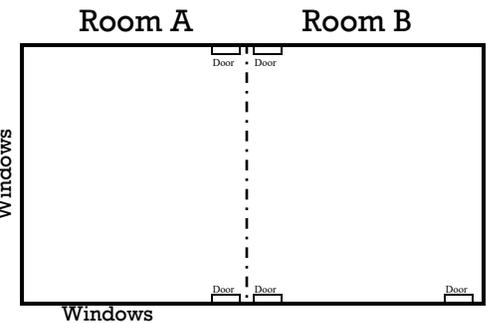
Event Details: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Number of people expected: \_\_\_\_\_  Revenue  Non-Revenue

| REQUESTED ROOMS                                      |                |                 |
|--|----------------|-----------------|
| <input type="checkbox"/> Conference Room A (30'x30') | Time In: _____ | Time Out: _____ |
| <input type="checkbox"/> Conference Room B (30'x30') | Time In: _____ | Time Out: _____ |
| <input type="checkbox"/> Kitchen                     | Time In: _____ | Time Out: _____ |
| <input type="checkbox"/> Gymnasium (104'x86')        | Time In: _____ | Time Out: _____ |
| <input type="checkbox"/> TV                          |                |                 |
| <input type="checkbox"/> Other Requests: _____       |                |                 |

Please draw a picture of table & chair placement. (meeting rooms only)



I have read the attached application and policy form and fully understand the regulations and fees for the use of the Skowhegan Community Center. Furthermore, I understand as the applicant that I will be held responsible for all fees associated with this rental including damages that may occur during this event. A 50% deposit will be required for all rentals with the completion of this form. Cancellations must be made prior to 72 hours (3days) of rental date otherwise 25% of the deposit will be non-refundable. If no-show or no cancellation has not been made within 72 hour time period all fees will be non-refundable. I agree to pay additional fees if I exceed the requested times or in the event that the rental exceeds the business hours of the Community Center not limited to but including staff overtime fees. Additional fees will also apply if additional clean up is required. All spaces should appear as they do when you arrive. Rentals during non-operational hours require a minimum of 4 hours staff time.

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

Please return to :

### Community Center use only:

Staff Who Rec'd Form: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

Cost per room: Conf Rm A \_\_\_\_\_ Conf Rm B \_\_\_\_\_ Gym \_\_\_\_\_ Kitchen \_\_\_\_\_

Staff Overtime Fees (\*If apply) \$ \_\_\_\_\_

(\*outside operation hours, add'l staff required, security staff, etc.-determined by supervisor)

**FACILITY RENTAL TOTAL :** \_\_\_\_\_

DEPOSIT (50%) \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt#: \_\_\_\_\_

OR PAID IN FULL Date Received: \_\_\_\_\_ Receipt#: \_\_\_\_\_

Confirmation Letter/Invoice: Date Mailed: \_\_\_\_\_ By (Staff): \_\_\_\_\_

Mailing: 225 Water Street  
Location: 39 Poulin Drive  
Skowhegan, ME 04976

Phone: 207 474-6901  
Fax: 207 474-6913  
Email: skowrec@skowhegan.org

## **Rental Policy for the Skowhegan Community Center**

1. All Town of Skowhegan Parks & Recreation Department facilities are tobacco & alcohol free . This is strictly enforced by Parks & Recreation Department staff & police department.
2. It is the responsibility of the person/group using the facility to leave the room in the condition it was upon arriving, unless prior arrangements have been made.
3. The user of the Community Center shall make certain that all exits remain free of all obstructions or impediments at all times.
4. No furnishings, decorations, curtains or other objects shall be used or placed as to obstruct exits, access thereto, egress therefrom or visibility thereof.
5. No furnishings or decorations of an explosive or highly flammable character shall be used.
6. No open flame devices shall be used, with the exception of ceremonial, religious, or theatrical performances when necessary. Applicant must get prior approval from the Director & Fire Chief prior to event.
7. No food or drink shall be allowed in any area of the Community Center other than the kitchen or designated meeting room area.
8. No pets are allowed in the building.
9. Proper footwear must be worn in the gymnasium, multi-purpose room & activity rooms to avoid damaging the wood surface. Proper footwear is defined as a clean pair of sneakers that have not been worn outside. **NO STREET SHOES.**
10. There shall be no dunking or hanging off the rims in the gymnasium. Our backboards are not designed for such use.
11. Violation of any section of this policy will be just cause to deny any further use of the community center.
12. The Community Center playground, skatepark, and/or basketball courts are open spring to fall (weather permitting). Children 8 and under require adult supervision. No pets are allowed inside the fence of outside facilities Please use trash receptacles. If you see any damages or unsafe conditions please report it to the Community Center immediately.
13. If you see any damages or unsafe conditions please report it to the community center If you have any questions or concerns please call the Skowhegan Community Center (207) 474-6901.

Please retain for your records

Rental Date & Time : \_\_\_\_\_

The Skowhegan Parks & Recreation Departments mission is to provide quality programs, parks, facilities and a variety of enrichment opportunities with a professional standard of excellence that enhances the quality of life for all citizens and visitors in our community.