

Diane Giese – Zel Bowman-Laberge- Sandy Moore- Bill Hahn - Peter Lammert



**SELECT BOARD MEETING  
MONDAY, SEPTEMBER 20, 2021  
EXECUTIVE SESSIONS 4:30 P.M. & 5:00 P.M.  
WORKSHOP: 6:00 P.M.**

**IN-PERSON AT 13 VALLEY STREET**

**NEW! LIVE STREAMING AVAILABLE ON THE TOWN WEBSITE OR BY VISITING:  
[https://www.townhallstreams.com/towns/thomaston\\_me](https://www.townhallstreams.com/towns/thomaston_me)**

**EXECUTIVE SESSION 4:30 P.M.**

Pursuant to MRS Title 1, §405 (E), for consultation with the Town Attorney, Paul Gibbons, concerning the legal rights and duties of the body.

**EXECUTIVE SESSION 5:00 P.M.**

Pursuant to MRS Title 1, §405 (D), to discuss the contract with Community Concepts Finance Corp.

**WORKSHOP AT 6:00 P.M.**

To discuss and review a fee schedule for use of Town properties.



**Summary of fairly local halls for rent (excludes non-profit rentals):**

| <b>Name – Non Profit</b>                     | <b>Capacity</b>                | <b>Kitchen</b>        | <b>Costs / notes</b>   |
|--|--------------------------------|-----------------------|--|
| Watts Hall                                   | 300                            | Y                     | Private: \$40/hr.; \$200/day<br>Commercial: \$100/hr. plus \$50 for tables/chairs, \$100 key deposit \$100 cleaning and other costs for electronics set up.<br>Non Profit: Free  |
| Masonic Temple, Thomaston                    | 100 chairs                     | Y                     | \$300 with \$100 deposit/cleaning  |
| Thomaston Academy Hall/Gym                   | ?                              | ?                     | \$400 per day plus extras for other facilities (?)   |
| Union Hall, Rockport                         | 120 dinner, 200 chairs         | Caterin g set up room | Non-Profits: \$350 for 4 hrs. + \$150 added hr.; \$1500/day<br>Profits: \$500 for 4 hrs. + \$200 added hr.; \$3,000-\$4000/day   |
| Lincoln St. Center, Rockland                 | 300                            | N                     | \$150 but in very bad shape – rarely rented.   |
| American Legion, Thomaston                   | 180 seated 200 chairs          | Y                     | \$225-\$300  |
| American Legion, Rockland                    |                                |                       |  |
| Federated Church                             | 100                            | Y                     | Sanctuary: \$100 (weddings)<br>Leach Hall: \$25/hr. +\$25 for kitchen, deposit \$25 and responsible for cleaning   |
| Assembly of God, Thom.                       |                                |                       |  |
| Rockport Opera House                         | 400                            | Y                     | Resident/private: \$400 for 4 hrs.; Non resid./private: \$500<br>Wedding/day or commercial: \$675 for resident -\$1,275 for non-resid.<br>+ \$25 for kitchen set up only + \$75 for kitchen<br>Added charges for video (\$17/hr.)/projector (\$150/day)<br>Meeting room \$125-\$175 for 4 hrs. |
| Rockland Elks                                | 300                            |                       | \$450 - \$1,248 (commercial)   |
| Camden Public Library                        | 75                             |                       | \$100  |
| <b>Name – Profit</b>                         | <b>Capacity</b>                | <b>Kitchen</b>        | <b>Costs / notes</b>   |
| High Mountain Hall, Camden                   | 150                            | Y                     | \$800  |
| Ducktrap Lodge, Rockland                     | 100                            |                       | \$500  |
| Belfast Breeze Inn (example of inn), Belfast | 150                            |                       | \$400  |
| Le Club Calamet (36 mi from Rockland)        |                                |                       | \$350-\$1125   |
| Strand                                       | 350                            |                       |  |
| Camden Opera House                           | 302 (20-40 for 3rd floor room) | Y                     | \$125 for 3 <sup>rd</sup> floor room<br>\$1,300 for auditorium (plus \$400 for sound suite and \$20-\$375 for projector)   |

## Rental Summary for Local Hall Rentals

### Notes:

Charges summarized below are the base rate just for the hall. Most places charge extra for kitchen access if they have it, chair/table set up and for audio visual set up. Some charge extra for a wedding. I also excluded deposits (rarely mentioned). To make a fairly even comparison for the summary, I focused on the following:

- At least 100 capacity.
- Some have a minimum charge and others an hourly charge, so for summary I used the charge for four hours or a day, if no other charge given.
- Did not use rents for non-profit customers as there was either no charge or much less of a charge and Watts Hall does not charge for non-profits.
- The base charge for private vs. commercial rentals often differed so commercial shown separately when this was the case.
- Some charged more for non-residents so resident charge used to be conservative.

Details are on the next page.

For comparison, Watts Hall capacity is 300 and rents for \$40 per hour/ \$200 a day for private rental and \$100/hour for commercial.

### Halls owned by Non-Profit groups:

Nine halls were compared. The range of capacity was from 100 to 400.

Range for costs for 4 hours (or day if no hourly rate) for private renters if a different rate was given for commercial: \$100 to \$675. Some had larger charges for either non-residents or special cases.

If we set aside \$100 for Federated Church and \$150 for Lincoln Center which is never rented as in very poor shape, Watts Hall is the lowest. The next lowest was the lower end charge for Thomaston American Legion (\$225). All others were \$300 plus and four were \$400 plus.

When a separate rate was offered for commercial customers, it ranged from \$400 (Watts Hall) to \$1,248 generally, but as high as \$3,000 for an entire day (Union Hall, Rockport). (These fees were a bit more difficult to pin point.)

### Halls owned by commercial enterprises:

I only got a sample of 6 halls as less comparable to Watts Hall, tending to be higher. Most of the focus was places reasonably close to Thomaston. The range of capacity was from 100 to 350.

Range of costs was from \$350 to \$1300 for 4 hrs. or a day. There was no differentiation for resident vs. commercial in the data acquired.

# Kittery MAINE

Published on *Kittery ME* (<https://www.kitteryme.gov>)

[Home](#) > [Departments](#) > [Fort Foster](#) > Pavilion Rentals

## Pavilion Rentals

Please review the [Pavilion Availability Calendar](#) and contact the [Kittery Recreation Department](#) at (207) 439-3800 with questions regarding pavilion reservations.

### Planning A Wedding/Event?

There are some things to remember when choosing Fort Foster as your wedding/event venue.

- Entrance fees are not included in the reservation.
- Alcohol is prohibited.
- The facility is "carry in carry out", please bring your own recycling and trash receptacles.
- There is no power available.
- Please contact the [Recreation Department](#) for occupancy restrictions and pavilion rental rates.
- Reservation fees **do not** include vehicle entrance fees.
- Pavilion must be vacated by 7:00 PM or 1 hour before posted closing time.
- If you are paying for your guests, a copy of your guest list is greatly appreciated by the gate attendant staff. This can be sent to the Kittery Recreation Department or delivered to the gate prior to the wedding.
- Rented tents, tables and chairs are allowed on the pavilion grounds. There are several local companies that have experience setting up within the park.
- There are many local businesses who have experience with catering events within the park.
- Ceremonies outside the reserved area must have town approval prior to the wedding/event date.
- Weather is always a factor. Keep in mind that being closer to the ocean can bring cooler temperatures and fog. It is recommended that you plan accordingly.
- Parking can be difficult on warm busy days. We encourage guests to carpool to help with parking, reduce entrance fees and make it easier to exit the park when finished.

### Small Pier Pavilion

- Capacity: Up to 35 people
- Reservation Fee: \$100.00 (does not include vehicle entrance fees or credit/debit processing fees)
- Contact the [Recreation Department](#) to schedule a reservation
- Number of Tables: 6
- Number of Small Grills: 2

### Large Tower Pavilion

- Capacity: Up to 50 people
- Reservation Fee: \$200.00 (does not include vehicle entrance fees or credit/debit processing fees)
  
- Capacity: 51-100 people
- Reservation Fee: \$300.00 (does not include vehicle entrance fees or credit/debit processing fees)
- Contact the Recreation Department to schedule a reservation
  
- Number of Tables: 13
- Number of Small Grills: 6
- Number of Large 6 Foot Grills: 1

**Source URL:** <https://www.kitteryme.gov/fort-foster-park/pages/pavilion-rentals>

## Fee Schedule 2021-2022 – Approved 6-28-2021 (Order #21-109)

| DEPARTMENT   | CURRENT FEE                                  |
|--|--|
| 8 c.y. Truck w/operator  | \$48/hour                                    |
| 12 c.y. Truck w/operator   | \$58/hour                                    |
| 14 c.y. Truck w/operator   | \$60/hour                                    |
| Front End Loader w/operator  | \$72/hour                                    |
| 350 Bulldozer w/operator   | \$48/hour                                    |
| Backhoe/Loader w/operator  | \$56/hour                                    |
| Skid Steer   | \$285/day                                    |
| Air Compressor   | \$170/day                                    |
|  |  |
| <b>Recreation Fees:</b>  |  |
| <i>Swim Lessons:</i>   |  |
| Residents  | \$30   |
| Non-residents  | \$60   |
| <i>Swim Fees:</i>  |  |
| Individual Season Pass (Resident)  | \$40   |
| Individual Season Pass (Non-resident)  | \$80   |
| Family Season Pass (Resident)  | \$80   |
| Family Season Pass (Non-resident)  | \$160  |
| <i>Daily Swim Fee:</i>   |  |
| All ages (Resident)  | \$3  |
| All ages (Non-resident)  | \$6  |
| <i>Pool Rental:</i>  |  |
| Up to 25 people  |  |
| Resident   | \$75/hr.                                     |
| Non-resident   | \$150/hr.                                    |
| Extra Lifeguard  |  |
| Resident   | \$15/hr.                                     |
| Non-resident   | \$30/hr.                                     |
| <i>Youth Rec Sports:</i>   |  |
| Resident   | \$30   |
| Non-resident   | \$45   |
| RAD Summer/Vacation Camp   | \$150/wk or \$50/day                         |
| <i>Building Rental Rates:</i>  |  |
| Community House  | \$30/hour resident<br>\$60/hour non-resident |
| Senior Center  | \$20/hour resident<br>\$40/hour non-resident |
| Council acknowledges that recreation programs change to meet community needs; therefore, fees for new programming will be established at the discretion of the Town Manager. |  |
|  |  |
| <b>Sewer Fees:</b>   |  |
| <i>Consumption Rate: (Effective July 1, 2021)</i>  |  |
| For all cu. ft. per quarter, a rate per 100 cu. of:  | \$5.85                                       |





SEARCH...

<https://www.farmington-maine.org>

Home

# RENTAL INFORMATION

## Town of Farmington Parks & Recreation Department Community Center Rental Rates

### Gymnasium

Dance Capacity - 345

•Recreational Activities - \$ 20/hr. (\$ 16/hr. if scheduling request exceeds 20 hours) An additional \$ 10/hr. will be added to this cost for activities that are determined to need a staff supervisor.

•Wedding Receptions/Private Parties (Includes use of Kitchen if necessary) supervisor provided - 4 hour event, no charge for preceding day set up or decoration (No damage deposit necessary - financial culpability explained any damage repair costs are the responsibility of the renter) Resident \$ 150 Non-Resident \$ 200 \$ 25 for each additional hour

•Dances - 4 hour event - security required - minimum of two officers, arranged by renter through Chief of Police - Mixed Drinks and tap beer only through certified caterers, no BYOB Damage Deposit \$ 200 (if no damage occurs this money will be returned). Also, any repair costs exceeding \$ 200 shall also be the responsibility of the renter. Charitable in town organizations \$ 175 Charitable out of town organizations \$ 225 For Profit private individuals or organizations \$ 250 plus 15% of the door

•Special Events - \$200 damage deposit (same terms apply as stated above). In town \$ 30 per hour or \$ 225 per day Out of town \$ 35 per hour or \$ 260 per day

### Downstairs - (Rec Room)

Dance Capacity - 65

•Private Parties (includes use of Kitchen if necessary) \$ 20.00 per hour with a staff supervisor.

Please contact the Recreation Department for more information.

Updated September 1, 2013



| <b>PICNIC SHELTER FEE SCHEDULE</b>                 |  | <b>Current Fee</b>            |
|--|--|-------------------------------|
| <b>Cape Elizabeth Residents (for personal use)</b> |  | <i>Effective 12/1/2016</i>    |
| Full Day (sunrise to sunset)                       |  | \$160 + \$50 security deposit |
| Half Day (AM option: sunrise to 1:30pm)            |  | \$80 + \$50 security deposit  |
| Half Day (PM option: 3:00pm to sunset)             |  | \$80 + \$50 security deposit  |
| Half Day (PM option after Labor Day)               |  | \$55 + \$50 security deposit  |
| <b>Non-Residents (for personal use)</b>            |  |                               |
| Full Day (sunrise to sunset)                       |  | \$310 + \$50 security deposit |
| Half Day (AM option: sunrise to 1:30pm)            |  | \$155 + \$50 security deposit |
| Half Day (PM option: 3:00pm to sunset)             |  | \$155 + \$50 security deposit |
| Half Day (PM option after Labor Day)               |  | \$130 + \$50 security deposit |
| <b>Businesses &amp; Groups</b>                     |  |                               |
| Full Day (sunrise to sunset)                       |  | \$450 + \$50 security deposit |
| Half Day (AM option: sunrise to 1:30pm)            |  | \$225 + \$50 security deposit |
| Half Day (PM option: 3:00pm to sunset)             |  | \$225 + \$50 security deposit |
| Half Day (PM option after Labor Day)               |  | \$200 + \$50 security deposit |
| <b>Non-Profit Organizations (501 C 3)</b>          |  |                               |
| Full Day (sunrise to sunset)                       |  | \$310 + \$50 security deposit |
| Half Day (AM option: sunrise to 1:30pm)            |  | \$155 + \$50 security deposit |
| Half Day (PM option: 3:00pm to sunset)             |  | \$155 + \$50 security deposit |
| Half Day (PM option after Labor Day)               |  | \$130 + \$50 security deposit |

| <b>SHIP COVE PLATFORM</b>                          |  | <b>Current Fee</b>            |
|--|--|-------------------------------|
| <b>Cape Elizabeth Residents (for personal use)</b> |  | <i>Effective 12/1/2016</i>    |
| Full Day (sunrise to sunset)                       |  | \$85 + \$50 security deposit  |
| Half Day (AM option: sunrise to 1:30pm)            |  | \$55 + \$50 security deposit  |
| Half Day (PM option: 3:00pm to sunset)             |  | \$55 + \$50 security deposit  |
| Half Day (PM option after Labor Day)               |  | \$45 + \$50 security deposit  |
| <b>Non-Residents (for personal use)</b>            |  |                               |
| Full Day (sunrise to sunset)                       |  | \$160 + \$50 security deposit |
| Half Day (AM option: sunrise to 1:30pm)            |  | \$105 + \$50 security deposit |
| Half Day (PM option: 3:00pm to sunset)             |  | \$105 + \$50 security deposit |
| Half Day (PM option after Labor Day)               |  | \$65 + \$50 security deposit  |
| <b>Businesses &amp; Groups</b>                     |  |                               |
| Full Day (sunrise to sunset)                       |  | \$210 + \$50 security deposit |
| Half Day (AM option: sunrise to 1:30pm)            |  | \$105 + \$50 security deposit |
| Half Day (PM option: 3:00pm to sunset)             |  | \$105 + \$50 security deposit |
| Half Day (PM option after Labor Day)               |  | \$80 + \$50 security deposit  |
| <b>Non-Profit Organizations (501 C 3)</b>          |  |                               |
| Full Day (sunrise to sunset)                       |  | \$160 + \$50 security deposit |
| Half Day (AM option: sunrise to 1:30pm)            |  | \$105 + \$50 security deposit |
| Half Day (PM option: 3:00pm to sunset)             |  | \$105 + \$50 security deposit |
| Half Day (PM option after Labor Day)               |  | \$65 + \$50 security deposit  |

| <b>BANDSTAND &amp; STONE GAZEBO</b>                        |  | <b>Current Fee</b>           |
|--|--|------------------------------|
| <b>Cape Elizabeth Residents (for personal use)</b>         |  | <i>Effective 12/1/2016</i>   |
| Per hour with a two (2) hour minimum                       |  | \$15 + \$50 security deposit |
| <b>Non-Residents, Businesses, Non-Profits &amp; Groups</b> |  |                              |
| Per hour with a two (2) hour minimum                       |  | \$20 + \$50 security deposit |



## Biddeford Community Center

| <b>Private</b> |           | <b>Hour</b> | <b>Sat/Sun Hour</b> |
|----------------|-----------|-------------|---------------------|
| Ross Center    | TV Side   | \$25.00     | \$35.00             |
| Ross Center    | Hall Side | \$35.00     | \$45.00             |

|                 |  |         |         |
|-----------------|--|---------|---------|
| Conference Room |  | \$35.00 | \$45.00 |
| Room 4          |  | \$35.00 | \$45.00 |
| Room 8          |  | \$35.00 | \$45.00 |
| Gym             |  | \$55.00 | \$65.00 |
| Auditorium      |  | \$55.00 | \$65.00 |

| <b>Non Profit Group</b> |           | <b>Hour</b> | <b>Sat/Sun Hour</b> |
|-------------------------|-----------|-------------|---------------------|
| Ross Center             | TV Side   | \$15.00     | \$25.00             |
| Ross Center             | Hall Side | \$25.00     | \$35.00             |

|                 |  |         |         |
|-----------------|--|---------|---------|
| Conference Room |  | \$15.00 | \$25.00 |
| Room 4          |  | \$25.00 | \$35.00 |
| Room 8          |  | \$25.00 | \$35.00 |
| G3              |  | \$15.00 | \$25.00 |
| G5              |  | \$25.00 | \$35.00 |
| Gym             |  | \$25.00 | \$35.00 |
| Auditorium      |  | \$30.00 | \$40.00 |

### Definitions

- Private                      Family event example birthday party, baby shower
- Non-Profit                 501c3 or similar tax exempt status.
- Hour                         Minimum 1 hour rental followed by 30 minute increments.





# Community Buildings Rental Form

## City of Biddeford Department of Recreation



PO Box 586 ~ 189 Alfred Street ~ Biddeford ~ ME ~ 04005  
 207-283-0841 / Fax ~ 207-286-0575  
 Application for Use of City Buildings

SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE TIME OR SPACE

|                   |                              |            |  |                              |  |          |  |
|-------------------|------------------------------|------------|--|------------------------------|--|----------|--|
| ORGANIZATION NAME |                              |            |  |                              |  |          |  |
| CONTACT NAME      |                              |            |  |                              |  |          |  |
| ADDRESS           |                              | CITY       |  | STATE                        |  | ZIP CODE |  |
| HOME PHONE        |                              | WORK PHONE |  | CELL PHONE                   |  |          |  |
| EMAIL ADDRESS     |                              |            |  | ANTICIPATED EVENT ATTENDANCE |  |          |  |
| RESERVATION DATE  | FACILITY RESERVATION REQUEST |            |  | TIME(S)                      |  | FEES     |  |
|                   |                              |            |  |                              |  |          |  |
|                   |                              |            |  |                              |  |          |  |
|                   |                              |            |  |                              |  |          |  |
| SPECIAL REQUEST:  |                              |            |  | TOTAL AMT DUE                |  |          |  |

**RATES SUBJECT TO CHANGE - Additional Rooms Available see Full Schedule**

| ROSS CENTER TV SIDE, REC CONF. ROOM, G3, & MAY-FIELD BLDG | PER HOUR | SAT/SUN HOUR RATE | ROSS CENTER HALL & G5 | PER HOUR | SAT/SUN HOUR RATE | AUDITORIUM & GYM | PER HOUR | SAT/SUN HOUR RATE |
|---|----------|-------------------|-----------------------|----------|-------------------|------------------|----------|-------------------|
| NON-PROFIT  | \$15     | \$25              |                       | \$25     | \$35              |                  | \$30/25  | \$40/35           |
| PRIVATE   | \$25     | \$35              |                       | \$35     | \$45              |                  | \$55     | \$65              |

|             |                     |
|-------------|---------------------|
| TEEN CENTER | PER THREE HOUR RATE |
|             | \$45                |
| KEY DEPOSIT | \$20                |

Please make checks payable to "Biddeford Recreation Department".

Please return application to - Recreation Department - PO Box 586 - Biddeford - ME - 04005 - Fax - 286-0575

FOR OFFICE USE ONLY - Revised 9-6-17

|               |  |         |  |              |    |             |    |
|---------------|--|---------|--|--------------|----|-------------|----|
| Date Received |  | Check # |  | Check Amount | \$ | Cash Amount | \$ |
|---------------|--|---------|--|--------------|----|-------------|----|



**APPLICATION NUMBER:** \_\_\_\_\_

**INDEMNIFICATION AND RELEASE PROVISIONS  
CITY OF BIDDEFORD SPECIAL EVENT PERMIT**

| EFFECTIVE 7-6-2017 THE FOLLOWING<br>FEES WILL APPLY: |  |          |
|--|--|----------|
| Administrative fee                                   |  | \$25.00  |
| Parade Permit fee                                    |  | \$50.00  |
| Block Party Permit fee                               |  | \$75.00  |
| Mass Gathering fee                                   |  | \$100.00 |

A. In consideration for being permitted to use the facilities and/or rights-of-way of the City of Biddeford, (hereinafter "City"), \_\_\_\_\_  
(insert name of person/entity seeking permission to use facilities and/or right-of-way, hereinafter "Applicant") agrees to indemnify and hold harmless the City, its officers, employees, and insurers, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss, or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities and/or rights-of-way, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

B. By signing below, Applicant agrees that in the event of damage, loss or injury to the facilities or to any property or equipment therein or to the City rights-of-way, the City may deduct from any damage deposit the full amount of such damage, loss, or injury. Applicant further agrees that if such damage, loss, or injury exceeds the amount of the damage deposit, Applicant will promptly reimburse the City for all costs associated therewith upon billing by the City.

C. In addition, in consideration for being permitted or allowed to use the facilities and/or right-of-way, Applicant on behalf of itself and its officers, employees, members, and participants, hereby expressly exempts and releases the City, its officers, employees, insurers, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability claims and demands result from the act, omission, negligence, or other fault on the part of the City, its officer, or its employees, or from any other cause whatsoever.

D. In addition, \_\_\_\_\_ has furnished and attached two copies of certificates of insurance with the City of Biddeford named as an additional insured in the amount of \$400,000 unless a greater amount is warranted.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

**APPLICATION NUMBER:** \_\_\_\_\_

**CITY OF BIDDEFORD  
SPECIAL EVENT APPLICATION**

City of Biddeford  
P.O. Box 586  
Biddeford, ME 04005

Name of Event \_\_\_\_\_ Location of Event \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

**Detailed and specific description of Event (attached separate sheet if necessary)**

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Estimated # of Participants \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Type of Event:

- Festival/Fair With Alcohol: Yes: \_\_\_\_\_ \*\* No: \_\_\_\_\_
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other – Please Specify: \_\_\_\_\_

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**\*\* NOTE:** If alcohol is being sold, or otherwise available, permission must be obtained through application at City Clerk's Office, and must be approved by the City Council. If alcohol is sold, this requires applicable State of Maine Liquor license to sell alcohol. List contact name and address of licensee:

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# Athletics Facilities Rental Form

## City of Biddeford Department of Recreation



PO Box 586 ~ 189 Alfred Street ~ Biddeford ~ ME ~ 04005  
207-283-0841 / Fax ~ 207-286-0575  
Application for Use of City Athletic Facilities

SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE TIME OR SPACE

|                                   |                              |                  |       |
|-----------------------------------|------------------------------|------------------|-------|
| TEAM NAME                         |                              | SPORT            |       |
| MANAGER/COACH or CONTACT POSITION |                              | LEAGUE AFFILIATE |       |
| ADDRESS                           |                              | CITY             | STATE |
|                                   |                              | ZIP CODE         |       |
| HOME PHONE                        | WORK PHONE                   | CELL PHONE       |       |
| EMAIL ADDRESS                     | ANTICIPATED EVENT ATTENDANCE |                  |       |
| RESERVATION DATE                  | FACILITY RESERVATION REQUEST | TIME(S)          | FEES  |
|                                   |                              |                  |       |
|                                   |                              |                  |       |
|                                   |                              |                  |       |
|                                   |                              |                  |       |
| SPECIAL REQUEST:                  | TOTAL AMT DUE                |                  |       |

### RATES SUBJECT TO CHANGE

| REDMOND, DORAN, MAYFIELD ST. LOUIS 2, 3 & ROTARY PARK | PER 2 HOUR | WITH LIGHTS | MARTEL FIELD & ST LOUIS FIELDS 1 | PER 2 HOUR | WITH LIGHTS |
|---|------------|-------------|----------------------------------|------------|-------------|
| YOUTH RESIDENT  | \$ 0.00 *  | N/A         | YOUTH RESIDENT                   | \$ 0.00    | \$ 70 *     |
| ADULT RESIDENT  | \$ 30 *    | N/A         | ADULT RESIDENT                   | \$ 45      | \$ 80       |
| LEAGUE TEAM   | \$ 80      | N/A         | LEAGUE TEAM                      | \$ 75      | \$ 130      |

\* Proof of resident status and team roster must be provided with application

### Additional Fee Schedule on back.

For tournament information contact the Recreation Department  
Please make checks payable to "Biddeford Recreation Department".

Please return application to ~ Recreation Department ~ PO Box 586 ~ Biddeford ~ ME ~ 04005 ~ Fax ~ 286-0575

### FOR OFFICE USE ONLY

|               |         |              |    |             |    |
|---------------|---------|--------------|----|-------------|----|
| Date Received | Check # | Check Amount | \$ | Cash Amount | \$ |
|---------------|---------|--------------|----|-------------|----|

| <u>Softball Fields</u>                  |                               | <u>Baseball Fields</u>         |                   | <u>Multi-Purpose Fields</u>               |                |
|---|-------------------------------|--------------------------------|-------------------|---|----------------|
| Doran Field                             |                               | St. Louis Field #1             |                   | Soccer, Field Hockey, Lacrosse            |                |
| Martel Field                            |                               | St. Louis Field #2             |                   | X-Country, Football                       |                |
|   |                               |                                |                   | Redmond Field, Doran Field(outfield area) |                |
|   |                               |                                |                   | St. Louis Fields A & B, Rotary Park       |                |
|   | Martel                        |                                | St. Louis #1      |   |                |
|   | Lights                        |                                | Lights            |   |                |
| 100% Resident<br>(2 hr. block)          | \$0                           | \$0                            | \$0               | \$0                                       | \$0            |
| 100% Adult Resident<br>(2 hr. block)    | \$0                           | \$0                            | \$0               | 80  |                |
| 75%-99% Resident<br>(2 hr. block)       | \$45                          | \$80                           | \$45              | \$80                                      | \$40 Per Field |
| (DH) 2nd Game<br>Field not lined        | \$70                          | \$105                          | \$70              | \$105                                     |                |
| < 75% Resident<br>(2 hr. block)         | \$75                          | \$130                          | \$100             | \$155                                     | \$60 Per Field |
| (DH) 2nd Game<br>Field not lined        | \$125                         | \$180                          | \$150             | \$205                                     |                |
| Tournaments Per Day                     | \$350 per Field               | \$425                          | \$400 per Field   | \$525                                     |                |
| Rate                                    | (4 to 5 Games)                |                                | (3 to 4 Games)    |   |                |
| Tournaments Per Day                     | \$50 ( 2 hr. Block) per field | \$100 ( 2 hr. Block) per field | Plus initial Prep |   |                |
| Rate                                    | Plus initial Prep             | Plus initial Prep              | \$50              |   |                |
| Initial Field Prep only                 | \$50                          | \$50                           | \$50              |   |                |
| Bideford Schools                        | \$0                           | \$0                            | \$0               | \$0                                       | \$0            |
| (St. James)                             | \$0                           | \$0                            | \$0               | \$0                                       | \$0            |
| Recreation                              | \$0                           | \$0                            | \$0               | \$0                                       | \$0            |
| College Team Games                      |                               |                                | \$75              | \$130                                     | \$60           |
| College Team Practices<br>(2 hr. Block) |                               |                                | \$50              | \$105                                     |                |

**ARTICLE V**  
**SALES, POSSESSION AND CONSUMPTION OF LIQUOR AT AND DURING**  
**SPECIAL EVENTS ON CITY PUBLIC PROPERTY**

Adopted 5-16-2017 By Ord. No. 2017-36

**Sec. 6-149. Application; term defined.**

- (a) In addition to the requirements set forth under Article IV of this chapter, applications for the sale, possession and consumption of liquor at special events which are held on City public property, that fall within the jurisdiction of the City Council, must be completed on a form that has been approved by the City Clerk.
- (b) As used herein, "liquor" means spirits, wine, malt liquor or hard cider, or any substance containing liquor, intended for human consumption, that contains more than 1/2 of 1% of alcohol by volume.

**Sec. 6-150. Purpose.**

This policy sets forth the procedures, requirements, and limitations on the use of City property for the service and/or sale of liquor at and during permitted special events. Special events do not include gatherings of family and friends in public parks, listed under Chapter 46, Section 46-5. This policy is subject to and supplements any applicable provisions in the Code of Ordinances for special events on and other uses of City property.

**Sec. 6-151. Properties authorized for special events.**

Whenever a special event has been specifically authorized by the City Council for the service and/or sale of liquor, this authorization shall be limited to income tax exempt organizations or governmental entities, and restricted to the following properties:

| <b>Facility</b> | <b>Address</b>                   |
|-----------------|----------------------------------|
| Mechanics Park  | Corner of Water and Main Streets |
| Shevenell Park  | 147 Main Street                  |
| St. Louis Field | 284 Hill Street                  |

**Sec. 6-152. Reviewing authority.**

Applications for liquor on City property for sale, possession, and/or consumption of liquor at special events shall be submitted along with the event application to the Biddeford Codes Department not less than 30 days prior to the special event, although the Codes Enforcement Officer may accept late applications in exigent or special circumstances.

**Sec. 6-153. Restrictions and permissions.**

- (a) An applicant who has received permission to sell or serve liquor during a special event must agree to the following restrictions in order to gain permission to serve liquor:

- (1) Liquor is limited to malt liquor and wine only. No other spirits are permitted.
- (2) Liquor may be sold and served for on-premises consumption only by a licensed caterer, or a nonprofit organization registered with the Secretary of State, and licensed to sell alcoholic beverages through the Bureau of Alcoholic Beverages. Prior to the special event, the caterer, or other the qualified nonprofit organization, shall provide proof that the caterer has received all state and local licenses and permits necessary for the sale and service of liquor at the event, and shall provide a certificate of liquor liability insurance in an amount to be determined by the City, which certificate names both the City of Biddeford and the applicant as additional insureds.
- (3) At least 30 days prior to the event, the applicant must provide to the City the following:
  - a. Copies of all required permits, licenses and insurance certificates;
  - b. The name(s) and complete and accurate contact information for the state-licensed caterer, or qualified nonprofit organization, who will be staffing the event;
  - c. The names and addresses of the trained servers who are expected to be staffing the event, together with evidence of their training; and
  - d. The name of a responsible party or parties (which may also be the applicant or caterer) designated by the applicant to supervise the sale and/or service of liquor at and during the special event.
- (4) The responsible party listed on the event application shall serve as the contact person during the event, and one or more responsible party must be present on the site for the entire duration of the sale or service of liquor at the special event.
- (5) The Security and Fees Chart below specifies the number of security personnel to be present, and the arrangements and expense for the same shall be borne by the applicant.
- (6) All liquor servers at the special event must have received TIPS training (Training for Intervention Procedures) approved by the State of Maine.
- (7) Liquor may be served only in area(s) specifically laid out and identified as such in the special events application, reviewed by the City, and approved by the State of Maine Bureau of Alcoholic Beverages. The applicant shall assure that signs are prominently posted that identify liquor restrictions at all entrance and exit points.
- (8) The applicant must designate TIPS-trained servers (number specified in chart below) to serve and oversee the area that is licensed for the sale and consumption of liquor at all times. This person is responsible for verifying the legal age of each person consuming or possessing liquor.

- (9) The applicant or its caterer is responsible for the purchase and transportation of all liquor to be sold or served at the special event.
- (10) Patrons attending the event are strictly prohibited from bringing in their own beverages.
- (11) Only a caterer or TIPS-trained server may dispense beer from kegs or barrels. Proper recycling of empty liquor containers is the responsibility of the applicant. No person less than 21 years of age may serve, possess and/or consume liquor.
- (12) Oversized drinks, contests, volume discounts, or similar incentives are not permitted.
- (13) The serving of all liquor must cease at least 30 minutes prior to the specified and approved closing time of the special event.
- (14) All liquor and related containers must be removed from the premises immediately after the event. The applicant must provide appropriate cleaning of the area sufficient to eliminate any liquor residue or smell on the premises.
- (15) An adequate supply of food must be served and available to persons attending the special event. It is recommended that all event organizers take steps to encourage food consumption to help reduce the risk of intoxication. Nonliquor must be made available and at a lower cost than any liquor.

**Security and Fees Chart**

| <b>Number of People</b>                | <b>1 to 100</b>               | <b>101 to 200</b>              | <b>201 to 300*</b>             |
|--|-------------------------------|--------------------------------|--------------------------------|
| <b>Security Personnel</b>              | Minimum 1 security personnel  | Minimum 2 security personnel   | Minimum 3 security personnel   |
| <b>Liquor Permit Fee</b>               | \$150                         | \$150                          | \$150                          |
| <b>Servers/Caterer (TIPS training)</b> | Minimum 1 TIPS-trained server | Minimum 2 TIPS-trained servers | Minimum 3 TIPS-trained servers |

**NOTES:**

\* Requisite levels of staffing for special events with over 300 participants shall be determined by the reviewing authority on a case-by-case basis.

- (b) The City reserves the right to amend and/or impose additional policies, requirements, deposits and restrictions by order of the City Council and/or as conditions imposed on one or more special events applicants.

**Sec. 6-154. Termination of activity.**

The Code Enforcement Officer, Chief of Police, or their designee may order the immediate termination of the special event if the applicant is found to be in violation

of any term or condition of applicant's permit, or any state statute or local ordinance or regulation. Upon such termination, all activities shall cease and all equipment, furnishings and other material shall be removed from the premises, and the premises cleaned and restored to its original condition forthwith.

**Sec. 6-155. Assignment.**

Permits issued pursuant to these regulations are for the specific event, with a specific date, time and place listed on the application. Permits are not transferable or assignable to any other person, group or other entity.

**Sec. 6-156. Prohibited acts.**

Except as authorized herein, liquor may not be sold, served or consumed at any of the City's athletic fields or playgrounds.

# Appendix A



## City of Saco, Maine

**PARKS & RECREATION DEPARTMENT**  
 300 MAINE STREET  
 SACO, ME 04072-1538

PHONE: (207) 283-3139

FAX: (207) 282-8210

E-mail: parksandrec@sacomaine.org

### Community Center Use & Reservation Fee Schedule Policy

**Facilities Available for rental**

- a) **Room 133/Gymnasium 80'x100'**
  - i) Maximum Capacity is 500 people assembly/dance  
300 people with tables & chairs or booths
- b) **Room 106/Meeting Room 30'x32'**
  - i) Maximum Capacity is 40 people
- c) **Room 203/Conference Room 32'x32'**
  - i) Maximum Capacity is 40 people

**1) Security Deposit**

|                             | Private & Commercial   | Non-Profit & Community |
|-----------------------------|------------------------|------------------------|
| Minimum Security Deposit    | \$100.00               | \$70.00                |
| Rentals Between \$50-\$100  | \$150.00               | \$100.00               |
| Rentals Between \$101-\$300 | \$200.00               | \$150.00               |
| Rentals Over \$300          | 50% of Application Fee | 50% of Application Fee |

**2) Hourly Rental Fees**

- a) All rentals are reserved in ½ hour blocks with a minimum 1 hour rental fee.
- b) Set up and clean up times must be included as part of your reserved time.

| Commercial or Private Group | Hour     | Meeting (2hr limit) | 1/2 Day (4 Hr limit) | Full Day |
|-----------------------------|----------|---------------------|----------------------|----------|
| Room 203 - Conference Room  | \$40.00  | \$60.00             | \$150.00             | \$275.00 |
| Room 106 - Meeting Room     | \$40.00  | \$60.00             | \$150.00             | \$275.00 |
| Gymnasium                   | \$100.00 | \$200.00            | \$375.00             | \$750.00 |
| Non Profit Group            | Hour     | Meeting (2hr limit) | 1/2 Day (4 Hr limit) | Full Day |
| Room 203 - Conference Room  | \$20.00  | \$30.00             | \$60.00              | \$90.00  |
| Room 106 - Meeting Room     | \$20.00  | \$30.00             | \$60.00              | \$90.00  |
| Gymnasium                   | \$50.00  | \$100.00            | \$250.00             | \$500.00 |
| Non Profit Youth Group      | Hour     | Meeting (2hr limit) | 1/2 Day (4 Hr limit) | Full Day |
| Room 203 - Conference Room  | Free     | \$15.00             | \$25.00              | \$50.00  |
| Room 106 - Meeting Room     | Free     | \$15.00             | \$25.00              | \$50.00  |
| Gymnasium                   | \$25.00  | \$50.00             | \$150.00             | \$300.00 |
| Community (Family) Group    | Hour     | Meeting (2hr limit) | 1/2 Day (4 Hr limit) | Full Day |
| Room 203 - Conference Room  | \$15.00  | \$20.00             | \$40.00              | \$80.00  |
| Room 106 - Meeting Room     | \$15.00  | \$20.00             | \$40.00              | \$80.00  |
| Gymnasium                   | \$25.00  | \$50.00             | \$150.00             | \$300.00 |

**3) Gymnasium Protective Floor Covering (required for certain events)**

|   | Private & Commercial | Non-Profit & Community |
|---|----------------------|------------------------|
| Set Up & Take Down during normal operating hours  | \$350.00             | \$300.00               |
| Set Up & Take Down outside normal operating hours | \$450.00             | \$400.00               |



# Appendix B

City of Saco Athletic Field Fee Schedule, last adjusted 1/28/14

| Field Type                            | Youth Resident <sup>1</sup>              |                      |                      | Youth Non Resident    |                      |                      | Adult Resident <sup>1</sup> |                      |                      | Adult Non Resident                       |                      |                      |
|---------------------------------------|--|----------------------|----------------------|-----------------------|----------------------|----------------------|-----------------------------|----------------------|----------------------|--|----------------------|----------------------|
|                                       | Per Hour <sup>2</sup>                    | Per Day <sup>2</sup> | Weekend <sup>3</sup> | Per Hour <sup>2</sup> | Per Day <sup>2</sup> | Weekend <sup>3</sup> | Per Hour <sup>2</sup>       | Per Day <sup>2</sup> | Weekend <sup>3</sup> | Per Hour <sup>2</sup>                    | Per Day <sup>2</sup> | Weekend <sup>3</sup> |
| Game Field                            |  |                      |                      |                       |                      |                      |                             |                      |                      |  |                      |                      |
| Athletic Field <sup>4</sup>           | Free                                     | \$150.00             | \$250.00             | \$20.00               | \$300.00             | \$500.00             | Free                        | \$200.00             | \$350.00             | \$30.00                                  | \$400.00             | \$700.00             |
| Softball Field w/ Lights <sup>5</sup> | \$75.00                                  | \$30.00              | \$50.00              | \$75.00               | \$450.00             | \$800.00             | \$75.00                     | \$350.00             | \$650.00             | \$75.00                                  | \$550.00             | \$1,000.00           |
| <b>Athletic Field Set-Up</b>          | <b>Initial Set-Up/Additional Linning</b> |                      |                      | <b>Initial Set-Up</b> |                      |                      | <b>Initial Set-Up</b>       |                      |                      | <b>Initial Set-Up/Additional Linning</b> |                      |                      |
| Athletic Field Set-Up                 | \$150.00                                 |                      | \$50.00              | \$175.00              |                      | \$75.00              | \$150.00                    |                      | \$50.00              | \$175.00                                 |                      | \$75.00              |
| Lining & Dragging field diamond prep  | \$40.00                                  |                      |                      | \$80.00               |                      |                      | \$40.00                     |                      |                      | \$80.00                                  |                      |                      |
| Softball Fence Set Up & Take Down     | \$60.00                                  |                      |                      | \$120.00              |                      |                      | \$60.00                     |                      |                      | \$120.00                                 |                      |                      |
| <b>Practices Area</b>                 | <b>Per Hour</b>                          |                      |                      | <b>Per Hour</b>       |                      |                      | <b>Per Hour</b>             |                      |                      | <b>Per Hour</b>                          |                      |                      |
| Young School                          | Free                                     | \$60.00              | \$115.00             | Free                  | Free                 | Free                 | Free                        | Free                 | Free                 | Free                                     | Free                 | Free                 |
| SMS                                   | Free                                     | \$60.00              | \$115.00             | Free                  | Free                 | Free                 | Free                        | Free                 | Free                 | Free                                     | Free                 | Free                 |
| Memorial                              | Free                                     | \$60.00              | \$115.00             | Free                  | Free                 | Free                 | Free                        | Free                 | Free                 | Free                                     | Free                 | Free                 |
| Plymouth                              | Free                                     | \$60.00              | \$115.00             | Free                  | Free                 | Free                 | Free                        | Free                 | Free                 | Free                                     | Free                 | Free                 |
| Bruno                                 | Free                                     | \$60.00              | \$115.00             | Free                  | Free                 | Free                 | Free                        | Free                 | Free                 | Free                                     | Free                 | Free                 |

1. Resident Team must be made up of at least 75% Saco Residents.  
 2. Per Hour Rate is for a Maximum of two hours.  
 3. A \$150 refundable security deposit is required for all weekend events.  
 4. Daytime rental times are from 7:30am - Dusk  
 5. Evening rental times for fields with lights are from Dusk - 10:00pm.  
**Additional overtime rates apply for any man hours requested outside of scheduled business hours.**

**Requests for field use that meet one (1) or more of the following requirements will be required to obtain \$100,000 liability insurance and maintain it during any approved ongoing use. Proof of insurance listing the City of Saco as an additionally insured will be required once a request has been approved.**

A. Collect a fee from participants  
 B. Member of an organized league  
 C. Hold team tryouts  
 D. Hold organized games with officials (paid or volunteer)  
 E. Affiliated with another organization  
 F. Preparation of field for games (SPR staff or volunteer)  
 G. Require 2 or more dates of use



TOWN OF GRAY  
 FEE SCHEDULE FY 2021

| PUBLIC FACILITIES RENTAL                         |  | Fees                                |
|--|--|-------------------------------------|
| <i>Recreation</i>                                |  |                                     |
| Newbegin Community Gymnasium                     |  |                                     |
| Local For-Profit Organization                    |  | \$50/hr or three hours for \$105.00 |
| Local Non-Profit Organization                    |  | \$35/hr or three hours for \$75.00  |
| Non-Local For-Profit Organization                |  | \$60/hr or three hours for \$126.00 |
| Non-Local Non-Profit Organization                |  | \$45/hr or three hours for \$85.00  |
| Beach Volleyball Court-1 Court (per hour)        |  |                                     |
| Local For-Profit Organization                    |  | \$15.00                             |
| Local Non-Profit Organization                    |  | \$10.00                             |
| Non-Local For-Profit Organization                |  | \$20.00                             |
| Non-Local Non-Profit Organization                |  | \$15.00                             |
| Beach Volleyball Court Lights-1 Court (per hour) |  |                                     |
| Local For-Profit Organization                    |  | \$20.00                             |
| Local Non-Profit Organization                    |  | \$15.00                             |
| Non-Local For-Profit Organization                |  | \$30.00                             |
| Non-Local Non-Profit Organization                |  | \$25.00                             |
| Beach Volleyball Court-2 Court (per hour)        |  |                                     |
| Local For-Profit Organization                    |  | \$25.00                             |
| Local Non-Profit Organization                    |  | \$20.00                             |
| Non-Local For-Profit Organization                |  | \$35.00                             |
| Non-Local Non-Profit Organization                |  | \$30.00                             |
| Beach Volleyball Court Lights-2 Court (per hour) |  |                                     |
| Local For-Profit Organization                    |  | \$30.00                             |
| Local Non-Profit Organization                    |  | \$25.00                             |
| Non-Local For-Profit Organization                |  | \$40.00                             |
| Non-Local Non-Profit Organization                |  | \$35.00                             |
| Douglas or Pennell Ball Field Rental (per hour)  |  |                                     |
| Local For-Profit Organization                    |  | \$25.00                             |
| Local Non-Profit Organization                    |  | \$0.00                              |
| Non-Local For-Profit Organization                |  | \$35.00                             |
| Non-Local Non-Profit Organization                |  | \$0.00                              |



TOWN OF GRAY  
 FEE SCHEDULE FY 2021

| PUBLIC FACILITIES RENTAL (continued)  |  | Fees                                |
|---|--|-------------------------------------|
| Newbegin Rec Room   |  |                                     |
| Local For-Profit Organization   |  | \$75/hr or three hours for \$158.00 |
| Local Non-Profit Organization   |  | \$60/hr or three hours for \$128.00 |
| Non-Local For-Profit Organization   |  | \$85/hr or three hours for \$179.00 |
| Non-Local Non-Profit Organization   |  | \$70/hr or three hours for \$147.00 |
| Newbegin Softball Field (per hour)  |  |                                     |
| Outdoor Basketball Courts (per hour)  |  |                                     |
| Local For-Profit Organization   |  | \$15.00                             |
| Local Non-Profit Organization   |  | \$10.00                             |
| Non-Local For-Profit Organization   |  | \$20.00                             |
| Non-Local Non-Profit Organization   |  | \$15.00                             |
| Pennell Snack Shack (per hour)  |  |                                     |
| Local For-Profit Organization   |  | \$15.00                             |
| Local Non-Profit Organization   |  | \$0.00                              |
| Non-Local For-Profit Organization   |  | \$30.00                             |
| Non-Local Non-Profit Organization   |  | \$0.00                              |
| Security Deposit—Newbegin Rec Room rental requires a \$200 security deposit per rental. All other facility rentals require a \$100 security deposit per rental. |  |                                     |
| <b>Library</b>  |  |                                     |
| Small Meeting Room-Non-Profit/Community Organizations (per hour)  |  | \$5.00                              |
| Small Meeting Room-For-Profit Organizations (per hour)  |  | \$40.00                             |
| Large Meeting Room-Non-Profit/Community Organizations (per hour)  |  | \$15.00                             |
| Large Meeting Room-For-Profit Organizations (per hour)  |  | \$40.00                             |



# Town of Bridgton

## RECREATION DEPARTMENT (Continued)

### **Fall Programs**

|                              |          |
|------------------------------|----------|
| Adult Flag Football.....     | \$ (TBA) |
| Soccer (Before June 30)..... | \$ 45.00 |
| Soccer (After June 30).....  | \$ 45.00 |

### **Year Round**

|                  |                   |
|------------------|-------------------|
| Mad Science..... | \$ 70.00          |
| BOKS.....        | \$ 20.00          |
| Run Club.....    | \$ No Charge      |
| Trips.....       | \$ (Price Varies) |
| Adult Trips..... | \$ (Price Varies) |

### **TOWN HALL**

|   |                     |
|---|---------------------|
| <u>Resident/Non-Profit Rental</u> ..... | \$ 100.00 per day + |
| Custodial Fee.....                      | \$ 50.00            |
| <u>Non Resident/Profit Rental</u> ..... | \$ 200.00 per day + |
| Custodial Fee.....                      | \$ 50.00            |

### **TRANSFER STATION**

|   |                   |
|---|-------------------|
| Stickers (2 year) .....                                   | \$ 10.00          |
| Commercial Haulers (annual fee).....                      | \$ 100.00         |
| Demolition.....   | \$ 0.10 per pound |
| Bulky.....  | \$ 5.00 each item |
| Tires: (car, SUV, Light Truck, Motorcycle) off wheel..... | \$ 3.00 each      |
| Tires: (car, SUV, Light Truck, Motorcycle) on rim.....    | \$ 6.00 each      |
| Tires: (Commercial Truck).....                            | \$ 10.00 each     |
| Tires (Commercial Truck) on wheel.....                    | \$ 20.00 each     |
| Large Equipment Tires: See Attendant                      |                   |
| Items containing freon .....                              | \$ 15.00 each     |
| <b>Universal Waste (Items that contain mercury)</b>       |                   |
| CFL's.....  | \$ 0.75 each      |
| 2 Foot Tube.....  | \$ 0.20 each      |
| 4 Foot Tube.....  | \$ 0.35 each      |
| 8 Foot Tube.....  | \$ 0.70 each      |
| U Shape Bulbs.....  | \$ 0.70 each      |
| Thermostats.....  | \$ 1.00 each      |
| Mercury Vapor.....  | \$ 1.00 each      |
| Opening on a Closed Day (Contractors).....                | \$ 150.00         |
| Compost for Sale.....                                     | \$ 10.00 per yard |
| Minimum payment .....                                     | \$ 5.00           |

*\*If Item is not listed there may not a fee but ask an attendant. All fees are subject to change without notice.\**



# Facilities & Fields Rental Fee Schedule

A group or organization is welcome to request the use of one of the many facilities and location from the Town of New Gloucester.

## Available Spaces:

### **Community Building, Library, Meetinghouse**

Civic Organizations - No Charge

Nonresident and Non-Civic Organizations Fees:

- Single hour rental \$15
- Full Day Rental (8am to 5:30pm) \$100

### **Fairgrounds Pavilion**

Civic Organization - No Charge

New Gloucester Resident - No Charge

Nonresident & Non-Civic Organization Fees:

- Half Day \$25
- Full Day \$40

### **Fairgrounds Ice Rink**

Civic Organization - No Charge

New Gloucester Resident - No Charge

Nonresident & Non-Civic Organization Fees:

- GNG Support Organization \$5/hr
- Non GNG Support Organization \$15/hr
- All other organizations \$25/hr

### **Fairgrounds Infield – Field # 1, #2, #3**

- GNG Support Organizations \$10/hr
- Non GNG Support Organizations \$25/hr
- All other organizations \$35/hr

### **Rowe Station – Baseball Field #1, #2**

- GNG Support Organizations \$10/hr
- Non GNG Support Organizations \$25/hr
- All other organizations \$35/hr



**Rowe Station – Basketball Court**

- Civic Organization - No Charge
- New Gloucester Resident - No Charge
- Nonresident & Non-Civic Organization Fees:
  - GNG Support Organizations \$10/hr
  - Non GNG Support Organizations \$25/hr
  - All other organizations \$35/hr

**Rowe Station – Tennis Court #1, #2**

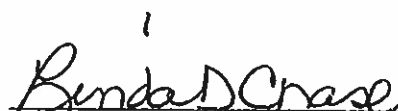
- Civic Organization - No Charge
- New Gloucester Resident - No Charge
- Nonresident & Non-Civic Organization Fees:
  - GNG Support Organizations \$10/hr
  - Non GNG Support Organizations \$25/hr
  - All other organizations \$35/hr

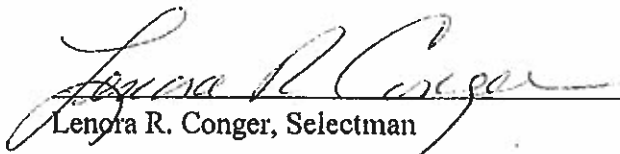
\* Please note pricing is based on a single field/location per hour  
\*\* Long term rentals can establish a flat fee agreed upon by the Parks & Recreation Department and approved by the Town Manager. In lieu of monetary payment, in-kind gestures and voluntarism will be considered for long term rental fee.

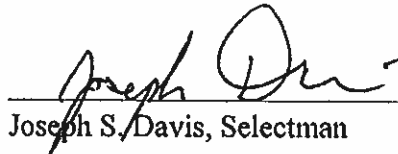
By their signatures below, this fee schedule is hereby adopted by the Board of Selectmen:

Date: April 22, 2019

  
\_\_\_\_\_  
Steven M. Libby, Chairman

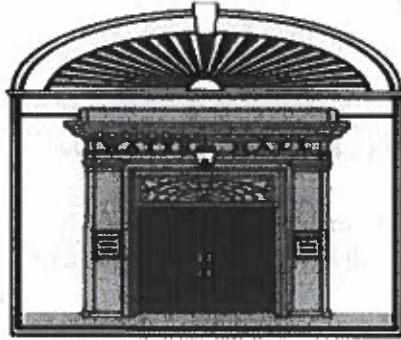
  
\_\_\_\_\_  
Linda D. Chase, Vice-Chairman

  
\_\_\_\_\_  
Lenora R. Conger, Selectman

  
\_\_\_\_\_  
Joseph S. Davis, Selectman

  
\_\_\_\_\_  
Karen L. Gilles, Selectman





## Watts Hall Rental Agreement

A Historic Place to Create Memories That Last a Lifetime!

174 Main Street, Thomaston, Maine 04861  
[www.thomastonmaine.gov](http://www.thomastonmaine.gov)

Contact: Brian Doyle  
 Phone: 207-615-5586

Email: [bdoyle@thomastonmaine.gov](mailto:bdoyle@thomastonmaine.gov)

|                                    |  |
|------------------------------------|--|
| Name of Organization or Individual |  |
| Responsible Agent/Individual       |  |
| Address                            |  |
| Telephone/Cell Contact             |  |
| E-mail Contact                     |  |

|   |                   |            |  |
|---|-------------------|------------|--|
| If Organization: please indicate profit or non-profit | Commercial/Profit | Non-Profit |  |
|---|-------------------|------------|--|

|                       |            |                    |                    |         |  |
|-----------------------|------------|--------------------|--------------------|---------|--|
| Facilities Requested: | Auditorium | Auditorium & Stage | Board Meeting Room | Kitchen |  |
|-----------------------|------------|--------------------|--------------------|---------|--|

*Please note: rental of the auditorium provides access/utilization of basic sound system.*

|   |     |    |  |
|---|-----|----|--|
| Will alcohol be allowed/served at this function at no cost to participants? | YES | NO |  |
| Will alcohol be sold at this function?                                      | YES | NO |  |

|   |                       |
|---|-----------------------|
| Occupancy limits for auditorium not to exceed 299/non-sitting, 205/sitting. | Anticipated Occupancy |
|---|-----------------------|

**Please provide a brief description of the planned event/activity and anticipated attendance:**

| Requested Dates:  | Requested Time for Each Date: |
|---|-------------------------------|
|   |                               |
|   |                               |
|   |                               |
|   |                               |
|   |                               |
|   |                               |
| <b>Total Number of Hours Requested for Utilization:</b> |                               |

**Watts Hall Rental Fee Schedule/Worksheet:**

| Utilization:   | Fee:       | Anticipated Total Hours: | Total: |
|--|------------|--------------------------|--------|
| Brief use non-profit or community event (1 to 4 hrs.)      | No Fee     | NA                       |        |
| Private function utilization of second floor (1 to 4 hrs.) | \$ 40/hr   |                          |        |
| Private function utilization of second floor full day(s)   | \$ 200/day |                          |        |
| Commercial/for-profit utilization - Auditorium             | \$ 100/hr. |                          |        |
| Commercial/for-profit utilization - Board Meeting Room     | \$ 50/hr.  |                          |        |
| Rental/utilization of additional tables & chairs           | \$ 50      | NA                       |        |
| Key deposit for private & commercial functions             | \$ 100     |                          |        |
| Damage and cleaning deposit                                | \$ 100     |                          |        |
| <b>Total Due:</b>  |            |                          |        |

Checks to be made out to: 'Town of Thomaston,' 174 Main Street, Thomaston, Maine 04861

- **Note:** Key and damage/cleaning deposit may be waived for brief non-profit or community event.

Services to support utilization of **Sound & Lighting** may be arranged via completion of the Watts Hall Community Player's Sound & Lighting Use Contract. The contract form is **Appendix A** of this rental agreement document and should be completed in consultation with Mr. Taylor Stenger: 207-210-7675.

The entire rental fee, inclusive of key & damage/cleaning deposits, must be received (**check or cash**) at least two (2) weeks prior to the first use of the facility, and is not refundable unless the following conditions exist:

- In the event a function must be cancelled due to dangerous driving conditions caused by inclement weather, the Lessee will be refunded the rental fee, or a portion thereof, as per the rental agreement and total terms of use. In lieu of a refund, a function may be rescheduled (availability permitting) and/or the refund amount may be applied to another or extended function.
- If a Lessee provides notification seven (7) business days prior to a function that the function has been postponed or cancelled & keys are returned, a full refund will be provided. Failure to provide notice as stated will result in the forfeiture of fees and deposits.

**Watts Hall Regulations Checklist:**

|  |   |
|--|---|
|  | 1. Smoking and/or the use of any alternative tobacco products is prohibited   |
|  | 2. All lights must be turned off when the facility is vacated. Please check dressing room, restrooms, stairwells, front lobby – as well as stage and house lights.  |
|  | 3. An adult must be on site and responsible at all times to supervise minor children utilizing the facility.  |
|  | 4. Noise, particularly in the stairwell, should be kept to a minimum. Municipal employees and committees are often conducting business during business days and evenings in the offices on the first floor. |
|  | 5. Hay and natural Christmas trees or decorations are prohibited in any area for the facility.  |
|  | 6. Tacks, staples, or nails may not be utilized to attach banners or other materials to the plaster walls of the facility.  |
|  | 7. Rented areas, inclusive of the kitchen, should be kept clean and be cleaned after each use. Cleaning supplies and equipment are located in the second floor restrooms.                                   |
|  | 8. All trash must be removed from the property  |
|  | 9. During the heating season, the thermostat should be returned to sixty (60) degrees Fahrenheit when vacating the facility.  |
|  | 10. Rented tables & chairs must be returned to storage area below the stage.  |

|  |  |
|--|--|
|  | 11. All windows and doors must be properly closed when vacating the facility.  |
|  | 12. The lobby areas of the first and second floor and the second-floor fire escape must be kept clear at all times.  |
|  | 13. The balcony may not be used or accessed at any time.   |
|  | 14. Enhanced sound and lighting equipment utilization must be as per contractual arrangement with the Watts Hall Community Players – see Appendix A of this rental agreement document. |
|  | 15. Firearms are prohibited.   |
|  | 16. Open flame (inclusive of candles) or pyrotechnic devices are prohibited.   |

**Please note that failure to comply with these regulations will result in applicable forfeiture of deposits.**

**Additional Terms & Conditions:**

**Lessee** – Rental individual and/or organization representative/Tenant      **Lessor** - Town of Thomaston

The Lessee may be required to indemnify and hold the Lessor harmless from and against any and all damages, claims, lawsuits, judgements, and costs, including reasonable attorney’s fees, the Lessor may become liable to pay or defend as the result of the negligent acts or omissions or intentional misconduct of Lessee – its employees or agents, arising out of or in connection with the Lessee’s use of the facilities pursuant to this Agreement.

If applicable, the Lessee shall provide the Lessor with a Certificate of Insurance for liability in the amount of \$1,000,000.00 for the day(s) of the event and naming the Town of Thomaston as additional insured. Please see information regarding the Maine Municipal Association **TULIP Program** below.

**Tenant Users Liability Insurance Program-Tulip Program**

The TULIP Program provides low cost General Liability insurance for outside entities and groups who wish to use municipal properties or facilities owned by Members of the Maine Municipal Association Risk Management Services Property and Casualty Pool. The program protects both the Tenant User and the municipality itself against claims by "third parties" who may be injured or have property damage as a result of the activities of the Tenant User. Additional information regarding the TULIP Program may be obtained at the Thomaston Town Office.

If alcohol is being sold, the Lessee must utilize a qualified caterer whose responsibility it is to obtain an off-premise liquor license issued by the State of Maine and carry \$1,000,000.00 liability insurance covering the serving of liquor and naming the Town of Thomaston as additional insured. A copy of the Certificate of Liability Insurance (as issued by the insurance company/agent) must be provided to the Lessor. The attending caterer is advised to have completed the application process two weeks in advance of planned facility use.

All personal property placed or utilized within the facility during the rental term by the Lessee shall be the sole responsibility of the Lessee. The Lessor shall not be liable for any damage or loss that may be caused to such property. Any personal property left in the facility which is not claimed by the owner within ten days shall be considered abandoned property in accordance with Maine law.

The Lessee shall not have the right to sublet or assign this agreement.

If physical damage is caused to the facility by the Lessee or any of the event performers, guests, or patrons, the Lessee agrees to pay all costs for applicable cleaning and repairs. In the event that the cost of damage reparations exceeds the damage/security deposit of record, the Lessee agrees to pay any additional costs for completed restoration. This provision is also applicable to the Watts Hall Community Player’s Sound & Lighting Use Contract (Appendix A) if a contract is in force.

\_\_\_\_\_  
Authorized signatory Town of Thomaston (Lessor)      Date

\_\_\_\_\_  
Authorized signatory Lessee      Date

*With this signature I acknowledge that I have read and accept all terms and conditions of this rental agreement.*

## Appendix A

### Watts Hall Community Player's Sound & Lighting Use Contract

*Note: Rental of the auditorium provides access/utilization of the Watts Hall sound system. If needed, arrangements should be made with Ms. Donna Culbertson when the rental agreement is completed.*

**Enhanced services** to support utilization of Sound & Lighting may be arranged via completion of the Watts Hall Community Player's (WHCP) Sound & Lighting Use Contract. Fees and scheduling of requested services should be completed in consultation with Mr. Taylor Stenger via email: [taylor.e.stenger@gmail.com](mailto:taylor.e.stenger@gmail.com)

**Watts Hall Community Players Sound Overview/Service Schedule:**

| Tier   | Characterization of service:  | Cost per/hr. | Confirmed service request & estimated cost: |
|--------|---|--------------|---|
| Tier 1 | Provide an orientation and assist with set up and breakdown of equipment at the beginning and conclusion of the rental.   | \$ 20        |   |
| Tier 2 | Provide set up and breakdown of equipment and run sound for a single event – not to exceed eight hours.                   | \$ 20        |   |
| Tier 3 | Provide set up and breakdown of equipment and run sound for multiple events – not to exceed six to eight hours per event. | \$ 20        |   |

**Watts Hall Community Players Lighting Overview/Service Schedule:**

| Tier   | Characterization of service:  | Cost per/hr. | Confirmed service request & estimated cost: |
|--------|---|--------------|---|
| Tier 1 | Provide an orientation for turning on/off general wash. No lighting adjustments permitted.  | \$ 20        |   |
| Tier 2 | Provide lighting orientation and assist with lighting adjustments. Separate deposit required if running lights independently by a Watts Hall Community Players approved operator.                         | \$ 20        |   |
| Tier 3 | Provide lighting orientation, assist with lighting adjustments, and Watts Hall Community Players will provide a lighting board operator for a single event – not to exceed eight hours.                   | \$ 20        |   |
| Tier 4 | Provide lighting orientation, assist with lighting adjustments, and Watts Hall Community Players will provide a lighting board operator for multiple events – not to exceed six to eight hours per event. | \$ 20        |   |

**Important: Only WHCP designated individuals are allowed in the balcony for use/adjustments of lighting & sound.**

Total of confirmed service request and estimated coast: \_\_\_\_\_

Required **\$ 150 .00** damage/loss deposit (Tier 1 Sound, Tier 1 Lighting, & Tier 2 Lighting): \_\_\_\_\_

**Total Due:** \_\_\_\_\_

**Checks to be made payable to Watts Hall Community Players:**

\_\_\_\_\_  
Authorized signatory Watts Hall Community Players      Date

\_\_\_\_\_  
Authorized signatory Lessee      Date

*With this signature I acknowledge that I have read and accept all terms and conditions of this rental contract.*

# FAIRFIELD COMMUNITY CENTER RENTAL RATES

## Individual & Non-Profit Fees

|                 |   |
|-----------------|---|
| Gym             | \$25.00 minimum for 1 ½ hours use, then \$5.00 per ½ hour<br>(2 hours = \$30.00, 3 hours = \$40.00 and so on)     |
| Kitchen         | \$25.00 minimum for 1 ½ hours use, then \$5.00 per ½ hour<br>(2 hours = \$30.00, 3 hours = \$40.00 and so on)     |
| Conference Room | \$25.00 minimum for 3 hours use, \$10.00 per hour after 3 hrs<br>(4 hours = \$35.00, 5 hours = \$45.00 and so on) |

## For-Profit Fees (Except Mondays – Mondays charged at rates listed above for non-profits)

The Gym, Kitchen, and Conference Room can be rented at twice the standard fee

## Wedding Fees

|         |                   |   |
|---------|-------------------|---|
| Gym     | \$250.00 full day | \$125.00 half day (7 am-3 pm, 4 pm-12 am) |
| Kitchen | \$150.00 full day | \$75.00 half day (7 am-3 pm, 4 pm-12 am)  |

\*There will be a \$25 fee charged to obtain keys outside of normal business hours, 8:30 a.m. to 4:30 p.m. The fee may be waived at the discretion of the Town Manager.

**Non-profit organizations are not free. The only functions that are free are Town/Community related functions such as Senior Citizens Day, Chocolate Festival, School Athletics, PAL groups, Girl Scouts & Boy Scouts, and benefit dinners which benefit a Fairfield resident or group of residents. A deposit must still be paid – see deposit section.**

**Note: The Council Chambers are NOT rented to the public.**

**Incentive:** Anyone who volunteers on a board or committee will receive a reduction in cost of \$5.00 per \$20.00 rental fee when renting the Community Center.

**If there is any question about fees, see the Community Center Manager for clarification.**

~ See page 2 for damage deposits ~

## **Damage Deposits**

Damage/Cleaning Deposits: (do not charge Town employees)

GYM = \$150.00 (except for open gym which is only \$25.00 – See Community Center policy Article 3(c) for definition of open gym)

GYM & Kitchen combo = \$150.00

Conference room = \$50.00

Conference room & kitchen combo = \$150.00

The Community Center Manager checks the center after use during the week. The police department checks the center after use on the weekends. If there are no damages or cleaning charges, the deposit will be returned within one (1) week following use of the Community Center.

**FAIRFIELD COMMUNITY CENTER**  
**CLOSING & CLEANING CHECKLIST**

- Anything you move (chairs, tables, garbage cans, plants, safety signs, portable bar, etc.) must be returned to its proper location where you found it. To avoid damage to the floors, please lift and not drag furniture, gym equipment, etc.
- If you served food at your event, make sure all chairs are checked for spills. If a spill occurred, please wipe the spill from the chair.
- Place all chairs back in their original location.
- Wipe down all tables after use. Fold tables and place back in their original location. The tables in the Gym need to be stacked according to the following: 8 foot tables on the long stack bed and 6 foot tables evenly distributed among the other two beds, to avoid breaking the tables).
- Close and lock all windows.
- If using the kitchen or conference room, make sure these doors are locked before you leave. In addition, if you used the conference room, turn off the air conditioner after use.
- Remove your garbage from the building (you should have provided your own garbage bags).
- Turn off all lights before you leave (**make sure you check bathrooms & hallways**). Lights in the GYM are located next to the fuse box at the far end of the GYM.
- If Kitchen has been used, turn off all appliances except the refrigerator. Wash all countertops, and remove anything you brought in.
- Check the bathrooms and locker rooms before you leave. Make sure all toilets and urinals are flushed. Make sure bathroom doors remain open to insure proper air flow.
- Sweep floors of the rooms you rented before you leave. Also, spot mop any spills you have created. The brooms and mops are located in the Janitor's Closet by the bathrooms.
- Make sure you remove everything that you brought in with you. Don't forget your trash!!
- Drop your keys in the key drop slot before you exit the building. The key drop slot is located in the second door on the left in the hallway as you enter the building, and is marked "Key Drop Slot".
- Secure all entrance/exit doors with the wrench provided by the door. Please place wrench back where you found it before leaving the building. Do not allow anyone into the building when you leave. Any person who has rented the facility will have a key. See Responsibilities for Occupancy #6 for details on how to use the wrench.





FAIRFIELD COMMUNITY CENTER  
PERMIT FOR USE AND  
RESPONSIBILITIES FOR OCCUPANCY

1. This permit is issued for the specific purpose and time applied for, and must be kept in the possession of the Applicant or his Agent, and produced if required by an official of the Town. **You must enter & exit the building at the times specified on the application.** There may be times when there are back-to-back rentals. It is important to make sure that renters strictly adhere to their rental period. Be courteous to other renters by providing the Town personnel with an accurate estimate for set-up and clean-up times when booking the rental. It is not fair to the next renter to have to clean up from the previous renter, or to have to wait. If there are complaints about the condition of the hall after a renter, that renter may or may not have the privilege of renting in the future and **will not** receive refund of their security deposit.
2. The Community Center building is a community building available for your use. The Town pays a professional cleaner to maintain the building only twice a week. Each person using the building is responsible for keeping clean the area(s) they use, including hallways and bathrooms. The property must be left the way you found it upon entering the building. **If the area you rented has not been properly cleaned by the person who rented it before you,** please contact the Town Office during regular business hours to inspect the premises before you use it. If the Town Office is closed during your rental period, contact the police department next door to inspect the premises before you use it. This way, you will not be charged for cleaning charges or damages caused by another individual.
3. You need to pick up your key at the Town Office the day of your event. If your event falls on a weekend, you must pick up your key on the Friday before your event before 4:00 p.m. If your event falls on a holiday, you must pick up your key on the last day the Town Office is open before your event. It shall be the responsibility of the Applicant or his Agent to secure the proper keys and to become thoroughly familiar with the operation of the Community Center building before the Town Office closes. The Town does not have Community Center staff available to answer questions after the Town Office closes. If there is an emergency (ie – death in the family, winter storm) and you are not able to pick up your key, notify the Town Office immediately at 453-7911 or the Police Department at 453-9321 to make other arrangements. **The Town Council has set a \$25.00 charge to obtain keys outside of the normal business hours listed above.**
4. The Applicant shall be responsible for security of the Community Center building during and after the rental period. All doors and windows shall be securely locked and all utilities used must be turned off after use (including the lights in the bathrooms and hallways, even if there are other renters in the building at the same time). Light switches in the Gym are located at the far end of the Gym by the fuse panel.
5. Be sure to lock the area that you rented when you leave, excluding the inside Gym doors which stay unlocked at all times.
6. Secure the entrance/exit doors with the wrench provided by the door (wrench is located in the thermostat box to your left as you enter the building). To unlock the doors, press the door bar in with your hand then place the wrench in the hole on the bar. Turn the wrench until the bar locks into place. Do the same to unlock the door bar when leaving. Please place wrench back where you found it after using it. **DO NOT** prop the doors open with any object. The doors are handicapped accessible and if you prop them open with a rock or any other object, you will damage the motor in the door. If you need to prop open the door, use the button at the top of the door frame.

7. Do not allow anyone into the building when you leave. Any person who has rented the facility will have a key and a copy of this contract.
8. Keys must be left in the Key Drop location at the Community Center directly after your event. The key drop slot is located in the second door on the left in the hallway as you enter the building, and is marked "**Key Drop Slot**".
9. The key and damage/cleaning deposit shall be paid at the time of the application. The deposit will be refunded only after return of the key in the key drop slot, assuming there are no damages and the area(s) rented have been cleaned according to this contract. The damage/cleaning deposit will be refunded upon inspection of the premises by the Fairfield Police Department or Community Center Manager after use. Any damage to the Community Center building or grounds caused directly by the rental party, their agent, associates and/or friends thereof shall be the direct responsibility of the undersigned Applicant. Such party shall be obligated to pay an amount as determined by the Manager which may exceed the amount deposited with the Town as the Damage/Cleaning Deposit. Deposits will be mailed to the address you provide to us within a week following your event.
10. Rental fees shall be paid when the key is obtained from the Town Office, if not before. Rental fees will be refunded only if cancellation is received at least **14 days prior** to the scheduled activity, or in case of a severe winter storm (see item #13 below).
11. Should Police supervision be necessary, it shall be the responsibility of the Applicant or his Agent to arrange for this through the Chief of Police. When needed, a minimum of 4 hours of police coverage will be required. You may reach the Chief of Police at 453-9321.
12. In the event of an emergency, the Fairfield Fire and Rescue Department can be reached at 911. The Police Department has access to the building and may be contacted at 453-9321.
13. Severe weather is determined by the National Weather Service, who will issue a Winter Storm Warning. If **severe** winter weather conditions arise and you need to cancel your event, you must return your keys to the Town Office on the next business day. You may reserve another date at that time and your rental fee will be transferred to that date. If you are unable to re-schedule your event, then your rental fee may be returned at the discretion of the Town Manager or designee.
14. You are liable for any damaged or stolen property. Items such as tables, chairs, pots, utensils, potholders, and any other kitchen or other items that are provided to the renter by the Town are provided for use by all renters and will not be removed from the premises. The Town of Fairfield is not responsible for lost, stolen or damaged property left in the Community Center by a renter.
15. There is **No Smoking** inside the building. In addition, there shall be **No Fire** (pyrotechnics) of any kind lit inside or around the Community Center building. The fire extinguishers are to be used in case of emergency ONLY. Applicants **will be charged** for the use of fire extinguishers.
16. There is to be **No Alcohol Consumption** inside or outside the Community Center, unless you have registered a LICENSED BARTENDER with the Town of Fairfield before your event. It is your responsibility to make sure the licensed bartender has filed the off-premise liquor license with the Town Clerk before the date of your event. The key will not be issued before the Town Clerk has the license on file.
17. **ADULT SUPERVISION** is required at all times for school age activities.
18. **Everything brought in must be taken out including GARBAGE. You are responsible to provide your own trash bags.** Any garbage generated from the rental of the Community Center shall be the responsibility of the renter for removal, and NOT placed in the Town's trash containers. Any items left in the Community Center by the renter will be disposed of by the Town and a disposal charge will be assessed.

19. Anything you move (chairs, tables, garbage cans, plants, safety signs, portable bar, etc.) must be returned to its proper location where you found it. When taking care of tables after use, make sure you WASH all tables. **The tables in the Gym need to be stacked according to the following: 8 foot tables on the long stack bed, and 6 foot tables evenly distributed among the other two beds). Large tables stacked on smaller ones, or too many tables stacked on one bed may cause breakage and make moving the beds difficult. DO NOT MIX TOGETHER, as tables may break, and you will be charged for broken items.**
20. Before you leave the building, check the bathrooms and locker rooms. Make sure all toilets and urinals are flushed in the women's and men's bathrooms. Un-flushed toilets develop a strong, displeasing odor for the next user.
21. **The floor of the room you rented must be swept, and you must spot mop any spills.** The broom, dry mop, dust pan, wet mop and buckets are located in the janitor's closet near the bathrooms. The wet mop must be rinsed and spread out to dry (not bunched up in the bucket due to odor).
22. If you are using the kitchen: counters, sinks and floors must be cleaned, and trash removed. If you used the refrigerator, make sure you remove all items, and clean any spills before you leave. Renters are responsible to provide their own paper products (other than toilet paper in the bathroom), and their own sponges, towels, utensils and dishes used in the kitchen area. Turn off all kitchen appliances except for the refrigerator.
23. You WILL BE CHARGED a cleaning fee, which will be deducted from the cleaning/damage deposit if the above items are not taken care of. We are very picky about the cleanliness of our Community Center, so please follow these instructions if you want your deposit returned. Thank you!

**BREACH OF CONTRACT:** Breach of the terms of this agreement will result in the forfeiture of security deposit and the privilege of future hall rentals. This statement is not meant to limit the Town from recovering losses and damages from a renter by other means necessary, and above the deposit amount paid.

By virtue of my signature, I understand and agree with the above described permit for use of the Fairfield Community Center and Responsibilities for Occupancy.

---

Signature of Applicant

The Community Center Manager authorizes the above named applicant to use the Fairfield Community Center during the date & times listed on page 1 of this contract.

---

Signature of Community Center Manager

**TOWN OF FAIRFIELD PARKS  
RENTAL AGREEMENT & PERMIT FOR USE**

Function Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

E-mail \_\_\_\_\_

Purpose of rental \_\_\_\_\_

Estimated # Attending \_\_\_\_\_

Facility Requested:       Memorial Park (Gazebo)       Mill Island Park (bathrooms available)

Do you need electricity for your event?     YES     NO

**\*\*Please note:** Liability Insurance is not required. However, the Town of Fairfield's Liability Insurance only protects the Town and will not cover the various individuals and groups that rent the premises, against their negligence. Therefore, an applicant may wish to obtain such insurance to avoid personal risk.

**\*\*Please note:** The parks are open to the public from dawn until dusk. You may have a function in the park anytime from dawn until dusk, except wedding receptions which need to be held elsewhere. There is a 1 & 1/2 hour limit for park use. Park use is not meant for private parties. We cannot close the park to the public during your function, but we will not schedule another function during the time you reserved.

**\*\*There is to be NO ALCOHOL on the premises at any time.**

**\*\*You are responsible to clean up after yourself, and to bring all garbage with you when you leave. If our Public Works Department is called to clean any debris from your event, you will be billed the hourly rate of the Public Works worker(s) for the time it takes to clean up.**

I, \_\_\_\_\_, agree to the above conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approval by Manager \_\_\_\_\_ Date \_\_\_\_\_

Mail application to: Town of Fairfield, Attn: Community Center Manager, P.O. Box 149, Fairfield ME 04937-0149

Amended by Town Council: 4/14/2010



# **RENTAL AND USE REGULATIONS FOR THE FAIRFIELD COMMUNITY CENTER**

## **ARTICLE 1 POLICY AND PURPOSE**

It is hereby declared by the Fairfield Town Council that the Fairfield Community Center was constructed for the betterment and enjoyment of the Town of Fairfield; and that the purpose of these regulations is to establish administrative procedure to regulate the proper rental and use of the Community Center.

## **ARTICLE 2 ADMINISTRATION**

The provisions of these regulations shall be administered by the Town Manager *or his designee*, under the direction of the Town Council.

## **ARTICLE 3 PERMITTED USES**

- (a) The Fairfield Community Center or any part thereof, including the land owned by the Town and contiguous to the land which the Community Center building occupies, may be rented and utilized for an approved purpose.
- b) The Community Center shall be available for rental between the hours of 7:00 a.m. to 12:00 midnight. Arrangements for earlier opening and later closing for any particular function requiring longer hours shall be made with the Administrator at the time of application.
- (c) The Community Center gymnasium will be available for general use every Monday thru Thursday from 5 p.m. to 11:00 p.m. for basketball, volleyball, or other recreational activity under supervision of an authorized adult. Special arrangements to be made by application with the Administrator; and will be allowed only if activity is properly supervised. A scheduled rental shall take precedence over non-paying activities or uses, except for Town government meetings. Interested parties must contact the Community Center Manager on the day they want to use the facility to see if it has already been rented. A key deposit will still be required.

## **ARTICLE 4 APPLICATION FOR PERMIT AND USE**

- (a) The Fairfield Community Center shall be rented and used only upon the filing and approval of an application form to be provided by the Town. Upon the filing of an application to rent and use the facility, or any part thereof, the Applicant shall pay a deposit to the Town in accordance with the fee schedule in these regulations in order to save the date. The rental fee will be due in cash on the day the key is released to the renter.

The application shall contain, but shall not be limited to the following information:

1. Applicant's name and address
2. Portion of facility to be rented
3. Purpose for which rented
4. Estimated number of persons to be accommodated
5. Name of authorized agent to act in applicant's name
6. Amount of rental fee
7. Liability Insurance requirement
8. Damage deposit
9. Special services requested (ie- set-ups, Police and Fire)
10. Other information which may be requested by the Administrator

## **ARTICLE 5 PERMITS**

(a) The Administrator, upon receipt of an application containing the proper information and meeting the requirements of these regulations, shall issue a permit to the Applicant for the use of the Community Center.

(b) Permits issued in accordance with these regulations shall be for the specific purpose and period of time applied for in the application. The permit, once issued, must be kept in the possession of the Applicant or his authorized agent, and produced if requested by an official of the Town.

(c) The rental fee paid shall be refundable only under the following conditions:

1. Cancellation is received at least 14 days prior to the scheduled activity.
2. If less than 14 days prior to activity - facility can be re-rented for scheduled date.

## **ARTICLE 6 RENTAL FEE SCHEDULE**

### **Individual & Non-Profit Fees**

|                 |  |
|-----------------|--|
| Gym             | \$25.00 minimum for 1 ½ hours use, then \$5.00 per ½ hour<br>(2 hours = \$30.00, 3 hours = \$40.00 and so on)    |
| Kitchen         | \$25.00 minimum for 1 ½ hours use, then \$5.00 per ½ hour<br>(2 hours = \$30.00, 3 hours = \$40.00 and so on)    |
| Conference Room | \$25.00 minimum for 3 hours use,\$10.00 per hour after 3 hrs<br>(4 hours = \$35.00, 5 hours = \$45.00 and so on) |

### **Wedding Fees**

|         |                          |  |
|---------|--------------------------|--|
| Gym     | \$250.00 full day<br>am) | \$125.00 half day (7 am-3 pm, 4 pm-12<br>am) |
| Kitchen | \$150.00 full day<br>am) | \$75.00 half day (7 am-3 pm, 4 pm-12<br>am)  |

**For-Profit Fees** (Except Mondays – Mondays charged at rates listed above for non-profits)

The Gym, Kitchen, and Conference Room can be rented at twice the standard fee

\*There will be a \$25 fee charged to obtain keys outside of normal business hours, 8:30 a.m. to 4:30 p.m. The fee may be waived at the discretion of the Town Manager.

**Non-profit organizations are not free. The only functions that are free are Town/Community related functions such as Senior Citizens Day, Chocolate Festival, School Athletics, PAL groups, Girl Scouts & Boy Scouts, and benefit dinners which benefit a Fairfield resident or group of residents. A deposit must still be paid – see deposit section.**

**Note: The Council Chambers are NOT rented to the public.**

**Incentive:** Anyone who volunteers on a board or committee will receive a reduction in cost of \$5.00 per \$20.00 rental fee when renting the Community Center.

**If there is any question about fees, see the Town Clerk for clarification.**

**Damage Deposits**

Damage/Cleaning Deposits: (do not charge Town employees)

GYM = \$150.00 (for all rentals except open gym (See Article 3(c)) which will only be \$25.00)

GYM & Kitchen combo = \$150.00

Conference room = \$50.00

Conference room & kitchen combo = \$150.00

The Community Center Manager checks the center after use during the week. The police department checks the center after use on the weekends. If there are no damages or cleaning charges, the deposit will be returned within one (1) week following use of the Community Center.

#### **ARTICLE 7 LIABILITY INSURANCE**

Any Applicant who rents the Community Center for such functions or activity as concerts, shows, dances, sporting events, conventions, etc. may be required to have public liability insurance for protection against any claims for personal injury because of any accident arising from, during, throughout, after, or in any way related to the function or activity. The Town's liability insurance will not cover the various individuals and groups that rent the Community Center, against their negligence. Therefore, an applicant may choose to obtain such insurance to avoid personal risk.

#### **ARTICLE 8 DAMAGE DEPOSIT**

In addition to the rental fee, any Applicant who rents the Community Center for activities such as, but not limited to, those listed under Article 7 may be required to provide a deposit, in cash or certified check, with the Town Treasurer to offset any costs incurred by the Town for damages to the building and/or contents. If after inspection, no damage has occurred, and everything is done according to the Rental & Use Agreement signed by the applicant, the deposit shall be refunded. See the rental fee schedule for a list of damage deposit amounts.

#### **ARTICLE 9 SPECIAL FIRE AND POLICE SERVICES**

For activities such as, but not limited to, those listed under Article 7 the Applicant may be required to provide either fire or police or both protection services, the cost of which shall be borne by the Applicant and paid to the Town in accordance with the departmental charges for these special services. The Applicant shall be advised upon application to make arrangements for these services with the Chiefs of these respective services.

#### **ARTICLE 10 PROHIBITIONS**

(a) There shall be no alcoholic beverages allowed in the Community Center for any function or activity, unless catered to by a holder of a current liquor license from the Maine State Liquor Commission.

(b) No person or group shall pre-empt any function or activity which has been properly applied for and granted a permit, nor shall any person or group have exclusive use of

the Community Center or part thereof except per order of Town Manager, Town Council or designated agent.

(c) There shall be no smoking inside the Community Center building at any time. Cigarettes, cigars, etc. are to be extinguished in the receptacle provided outside the building.

(d) There shall be no pyrotechnics of any kind allowed inside or around the Community Center building. Candles are allowed for weddings and wedding receptions, and any other ceremony requiring the use of a candle. The fire extinguishers are to be used in an emergency only, and renters will be charged a fee for the use of a fire extinguisher.

#### **ARTICLE 11 REDUCTION OF FEE**

Any request for partial or full reduction of fee as established in these regulations shall be made in writing to the Town Manager, stating the reasons for the adjustment of fee.

#### **ARTICLE 12 APPEALS**

Any Applicant denied the rental and use of the community Center, or part thereof, shall have the right to appeal the denial to the Town Council. The appeal shall be made in writing, stating all information concerning the denial.

Amended: April 8, 2009 by the Town Council, Attest: Tracey L. Stevens, Town Clerk

Amended: January 13, 2010 by the Town Council, Attest: Tracey L. Stevens, Town Clerk

Amended: February 9, 2011 by the Town Council, Attest: Tracey L. Stevens, Town Clerk

