

CIHCC Rental Agreement

DATE REQUESTED: _____

TYPE OF EVENT: _____

PERSON/ORGANIZATION RESPONSIBLE FOR HALL RENTAL: _____

Address: _____

Phone numbers: Work: _____ Home: _____ Cell: _____

FEES

Hall alone, no alcoholic beverages served: *\$125/day _____

Hall, alcoholic beverages served*: \$175/day _____

Kitchen alone: \$50/day _____

Early access for setup the day preceding the event: \$30 for June, July, or August _____ and \$20 for all other months _____

Instruction on the use of audiovisual system: \$50 _____

Returnable key deposit: \$25 _____

RULES AND REGULATIONS

1. The renter shall indemnify and hold harmless the CIHCC, CIHCC board members, and the Community Center from claims, suits, liabilities, damages, or losses resulting from the negligent actions or inactions of the renter and those allowed by the renter to use the CIHCC facilities. **No renter is allowed to touch the thermostat or adjust the heat pump settings** without the express permission of Gina Ross or Sam McLean.
2. **In the case of rentals involving the Town of Chebeague Island and island nonprofits, the renter shall provide the CIHCC with a certificate or proof of insurance naming the CIHCC as an additional insured.†**
3. The rental period is from 8:00 a.m. to midnight on the day of the rental.
4. The rental includes the use of the agreed-on facilities as well as a standard janitorial fee for up to ninety (90) minutes of cleanup. If a special setup is required, contact Cindy Riddle (846-1055).
5. The renter may pick up a copy of the key to the Hall from Gina Ross (846-4821) on the day of the rental, shall not lend it to any other person or make a copy, and must return it by noon the day after the rental. Renters failing to do so will be charged an additional **\$25**. Any renter who loses a key will also be charged for the cost of replacing the key and changing the locks.
6. **No renter is allowed to touch the thermostat or adjust the heat pump settings** without the express permission of Gina Ross or Sam McLean.
7. No tape, staples, tacks, nails, or other adhesive materials are allowed to be used on the walls of the Hall or the common areas of the Community Center. The long pieces of trim at curtain height may be used to hang banners, pictures, and signs.
8. All equipment, decorations, **trash**, food, beverages, **returnable cans and bottles**, and so on must be removed; windows and doors locked; toilets flushed; kitchen counters and appliances cleaned; and lights, fans, dish sterilizer, and stove turned off before the renter leaves the building at the end of an event.

9. A renter who fails to clean the facility sufficiently shall be charged **\$25 per hour** for each additional hour of cleanup involved that exceeds the ninety (90) minutes provided for in the standard rental agreement.
10. No smoking is allowed in the building or on the premises, and the use of smoke machines, candles, lanterns, or any other device involving an open flame or smoke production is prohibited.
11. The CIHCC will provide paper tablecloths and trash bags, but all other paper and plastic goods are the responsibility of the renter.
12. Renters may use fabric tablecloths and napkins, aprons, and dish towels from the kitchen and back hall but must clean and return them to the Hall by the next Wednesday at 8:00 a.m. or to Gina Ross or Sam McLean if the Hall is closed.
13. Call Gina Ross (846-4821) or Sam McLean (846-0510) with questions. **DO NOT ASK THE LIBRARY STAFF.**
14. In case of emergencies, please refer to the Emergency Procedures Handbook (red three-ring binder) by the light switch in the utility room. **DO NOT ASK THE LIBRARY STAFF.**

*Any renter wishing to serve alcohol during an event must obtain a bottle club permit from the State of Maine (Title 28-A, Part 1, Chapter 7, section 161) and provide a copy of the permit to the CIHCC. The renter must comply with all provisions stated in section 161. In addition, the renter shall provide the CIHCC with a certificate of insurance naming the CIHCC as an additional insured.

†In the case of rentals by the town of Chebeague Island or by any island nonprofit, each party shall be required to sign a rental agreement that will cover the entire year (2022–2023). Island nonprofits will not be charged a rental fee if they are holding informational, community-focused, and other free events. They will be charged the usual fees—and must sign a separate rental agreement—if they are holding a fundraising event or any other event for which donations are accepted or fees required.

I have read and understand the CIHCC Rental Agreement and agree to comply with all rules and regulations.

Signature of Person Responsible _____

Rental Fee Received \$ _____

Proof of Insurance Received _____

Copy of Bottle Club or BYOB Certificate Received _____

Special Instructions or Requests _____

Key Returned _____ Late Key Return Fee \$ _____

Additional Fees Assessed and Collected \$ _____

Additional Janitorial Time Needed _____ **Total Fees:** \$ _____