

Island Community Center, Inc.

PO Box 617, Stonington, ME 04681

207-367-2735

ISLAND COMMUNITY CENTER FACILITIES USE

Rental agreement

The Island Community Center (ICC) encourages use of all available areas of the center, including the Café/ kitchen, the Greenlaw Room, the Gym area. All areas of the facility are subject to the following conditions in this policy. The application for the use of the ICC facilities must be made on the form provided by the Administrator(s), specifying the name of the applicant, the time and date of requested use, the type of activity. Application must be made at least 2 weeks prior to program or event, unless other arrangements are made with the Executive Director.

FEES: -- Gym: \$25.00 an hr Greenlaw Room & Café Room: \$15.00 an hr.
Ongoing use for program: discuss with director

RULES FOR FACILITIES USE

Use of the facilities is subject to the following rules:

1. **Smoking is prohibited** within the ICC facility. You must be at least 50 feet away from the doorway
2. **No alcohol, illegal drugs, or drug paraphernalia** are to be possessed or consumed on ICC grounds or facilities.
3. The Administrator will determine the need for law enforcement.
4. All members of the applicant's class, group, or party, etc. are the responsibility of the applicant.
- 5 The ICC Administrator, the Board of Trustees, and the Town of Stonington shall be held harmless, by the applicant for any injury, death, etc. that may occur on ICC grounds or in the ICC facilities.
6. All areas of the ICC facilities not requested for use by applicant shall be off limits to the applicant.
7. Arrangements for access, keys, etc. to the facilities are to be made with the Director
8. If ICC staff is required for preparation or clean up before or after an activity the applicant will be charged at the current hourly rate
9. No Fireworks or toxic substances are allowed on ICC grounds or in the facilities.
10. All local ordinances are to be adhered to. (a copy is available in the office)
11. Furniture and tables cannot be **dragged** across the gym floor – bleachers cannot be moved without written consent of the director, any scratches or gouges will be the responsibility of the applicant
12. The cleaning will adhere to the following list – see page 2

FAILURE TO FOLLOW THESE RULES CAN RESULT IN LOSS OF USE AS DETERMINED BY THE EXECUTIVE DIRECTOR – ANY FEES PAID WILL NOT BE REFUNDED.

(KEEP FOR YOUR INFORMATION)

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CLEANING REQUIREMENTS

PLEASE READ

Thank you for choosing to use our facility for your event. This center is here for you. With that in mind we ask that you leave this facility much the same as you found it. Please understand that we do not have a cleaning person – so we must all do our part to help this center shine at its best

Cleaning supplies are located in the hall closet next to the bathrooms, and under the sink in the café, in the closet in the ladies' room, & brooms are usually located next to the doors in the gym.

The following needs to be done before you leave – thank you for your help

1. Sweep the entire floor area---In the gym be sure to sweep under the bleachers as well
2. Put tables, chairs, and all other gym equipment back where you found them (basketballs, volleyballs, etc)
3. Wash any surfaces you have used
4. Empty the garbage cans --- Take the garbage with you – do not use the Pantry dumpster
5. **VERY IMPORTANT - Check ALL doors to be sure they are closed** – this includes – outside gym doors by the stage and front entrance – the Memorial Street entrance door – the Greenlaw Room door
6. Return tables to the space you got them.
7. Check the bathrooms make sure there are no messes that need attention – empty trash containers. - -
TURN OFF LIGHTS.
8. *PLUS- If you use the café area* Wash the counter tops & long side board
9. PLUS – if you use the Greenlaw Room Wash the long sideboard area and make sure all toys are put away.
10. Turn off all lights as you exit.
11. Make sure to **LOCK THE DOORS**

KEEP THIS PAGE FOR YOUR INFORMATION RETURN ONLY PAGE 3

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FACILITY USE APPLICATION

RETURN TO OFFICE

Name: _____ group, organization, or business: _____

Address: _____ Contact Number: _____

Email: _____

Date for event or day of week for program: _____ Start time: _____ End time: _____

Space needed: (circle which area) Greenlaw Room Café / Kitchen Gym
(Bathrooms are included)

Purpose of group (if ongoing program): _____

Number of people expected to attend: _____

Is there a fee to participate in your event? Yes No If yes how much? _____

My signature indicates I agree to abide by the ICC's rules for facility use. I assume all the exclusive liability for any injury of persons, and damage to, or loss of property that may result for this use, and for the due observance of all regulations of the ICC and acknowledge the receipt of ICC rules regarding use of the ICC facility, and understand I can request a copy of the Town of Stonington's Noise Ordinance for my review.

Print Name: _____ Signature: _____ Date: _____

- My initials indicate I have read and agree to abide by the Rules of Use as outlined on page 1 of this agreement.

Initials: _____

- My initials indicate I have read and agree to abide by the cleaning list attached as page 2 of this agreement.

Initials: _____

- Program changes – check N/A if not a program – N/A _____ My initials indicate that I will contact the Island Community Center if I need to change my times or end my program (even for a short time). If I do not do so I may forfeit my right to use the space at my previous time slot.

Initials: _____

Agreed upon fee for use of space for ongoing program is \$ _____ I recognize for the ICC to maintain this facility everyone who uses it must contribute.

For office use only:

Approved: _____ *denied:* _____ *reason for denial* _____