Belgrade Community Center for All Seasons / North Belgrade Community Center
CONTRACT FOR FACILITY USAGE

Name of individual/organization responsible: _____
Address: _____
Telephone Number: (H) _____ (W) _____
Type of organization: _____ Type of Event: _____
Date requested: _____ Hours requested: _____
(These hours include set up time and clean up time)

Circle One:
Belgrade Resident Non Belgrade Resident
Are you a Belgrade Community Service or Belgrade Non-profit organization? _____

Fee Structure: (Circle those that apply and fill in amount)

North Belgrade Community Center					
Belgrade Residents:	$10/Hr			x___/hours =$ _____	
Non Belgrade Residents:	$20/Hr			x___/hours= $ _____	
Belgrade Community Center	Gym	Social Room	*Facility		
Belgrade Residents:	$25/Hr	$15/Hr	$35/Hr	x ___/hours = $ _____	
Non Belgrade Residents:	$50/Hr	$30/Hr	$70/Hr	x___/hours = $ _____	

(INCLUDES out of town companies or organizations)
*Facility Rental does not include Library Space

SET UP AND USE OF THE STAGE	**$10**	_____
USE OF THE PROJECTOR	**$10**	_____
USE OF THE PROJECTOR SCREEN	**$10**	_____
USE OF THE SOUND SYSTEM	**$10**	_____

 # CHAIRS NEEDED _____ **# TABLES NEEDED** _____
 # Guests expected _____

Total Rental Fee ____
Cleaning Deposit (all renters) Returnable if space is left clean (write separate check) **$50**

2 SEPARATE Checks payable to: **Town of Belgrade**
Send to: **Belgrade Community Center for All Seasons**
1 Center Drive
Belgrade, ME. 04917
207-495-3481

I acknowledge and agree to the following:

- A $50 cleaning deposit is due with the contract for usage of the facility. Your deposit will NOT be cashed: **unless** the facility is not left in the same state in which it was entered OR there is negligent damage during your rental.
- Rental fees must be received 21 days prior to the event; deposit will be refunded if event is cancelled at least 21 days prior to the event.
- If the facility is left in a clean and in orderly condition**,** the cleaning deposit of $50.00 will be disposed of. The check can be returned within 14 days after the scheduled event, if requested**.**
- All renters will be responsible for any damages incurred to the facility during their event.
- **If applicable**, all renters must provide proof of comprehensive general liability insurance (appears on personal policies as an insured location rental) and must be provided at least 10 days prior to the event.
- All facilities are non-smoking.
- It is also acknowledged that failure to adhere to this contract may result in denial of future use of the facility to me and/or the organization I represent.
- If you are serving alcohol, there are mandatory requirements. Please see the director for the contract.
- **FIRE PLACE**: The fire place is not to be used, unless approved by the Director.
- **EMERGENCIES CALL: Jessica Moore 649-9573 or Scott Damren 215-1021**

_____ _____ **X** _____ **X**_____
Recreation Director **Date** **Renter** **Date**

SPECIAL ARRANGEMENTS:

OFFICE USE ONLY

APPROVED _____
DISAPPROVED _____