



Wescustogo Hall & North Yarmouth Community Center Rental Application

Today's Date: _____

Contact:

Lisa Thompson, Community Center Director 829-5555 lthompson@northyarmouth.org

***Applicant must be 25 years of age**

RENTER INFORMATION

Organization/Group/Individual Name: _____

Contact Person: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

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

Email Address: _____

RENTAL/EVENT INFORMATION

Date(s) Requested _____ Time Requested: (please include any set up time needed): _____

WH & NYCC Room(s) Requested, please check all that apply: Wescustogo Hall (entire room) ____

Meeting Room 1 ____ Meeting Room 2(Center) ____ Meeting Room 3 ____ Gym ____ Community Room ____

Kitchen ____

Type of event to be held (i.e. family reunion, birthday party, wedding, etc.): _____

Note: The space you are requesting may not be the space that you are assigned based on availability

Anticipated # of participants: _____ Anticipated # of spectators: _____

Person responsible on site: _____ Phone: _____

Please list any specific setup needed or equipment needed (# of tables, chairs, etc.) for this event.

Additional fees may apply:

Admission charge/other fees for event: YES ____ NO ____ If yes, describe charge for fees:

The Town of North Yarmouth, its agents, officers, and employees shall always have the right to enter the public facility during the event to confirm that the Applicant is following this Agreement. If the Town determines, in its sole judgment, that the Applicant has breached a term of this Agreement, the Town shall have the right to immediately terminate this Agreement prior to the conclusion of the event.

The Applicant releases and agrees to defend, indemnify and hold harmless the Town of North Yarmouth, its agents, officers and employees, from any and all liability, actions, damages and claims of any kind and nature whatsoever for any injury, harm or damage to persons or damage to property that may arise or occur during or in connection with the Applicant's use of the Town of North Yarmouth's public facilities.

The undersigned hereby acknowledges that a copy of the **Town of North Yarmouth Public Facilities Use Policy** containing the rules and regulations for use of facilities owned and/or managed by the Town of North Yarmouth been received and read, and understands and agrees to abide by these rules and regulations governing the usage of the facility being rented. Additionally, you are certifying that all information provided is true and correct. Any Application with information found to be misleading or inaccurate is subject to rejection by the Director of the facility.

Printed Name of Applicant/Authorized Representative: _____

Signature of Applicant/Authorized Representative: _____ Date: _____

Return Form (at least three (3) weeks prior to rental date) to:

Wescustogo Hall & North Yarmouth Community Center
120 Memorial Highway, North Yarmouth, ME 04097

Attn: Lisa Thompson, Community Center Director

To be completed by Community Center Staff:

Date Application Received: _____ Approved: _____ Denied: _____

Amount Charged: _____ Deposit Received _____ Bal. Due _____

Permit # _____ Facility/Space Assigned for this Event _____

Other licenses, permits or approvals needed? YES ____ NO ____ If YES, copy for file? YES ____ NO ____

If YES, explain specifics: _____

Certificate of Insurance Reviewed for Compliance with Town policy by: _____

Comments/conditions of use: _____



RENTAL POLICIES & RULES

The Town of North Yarmouth sets forth the following rules and regulations for the management and protection of the public facilities it oversees and for the protection of the persons granted permission to use the same.

Failure to observe and abide by the Public Facilities Use Policy may result in the immediate termination of the Facility Use Permit, forfeiture of all fees and removal from the reserved facility.

Making a Reservation

1. Download our facility request application at www.northyarmouth.org. You can also pick up one at the Community Center at 120 Memorial Highway, North Yarmouth, ME. Please call ahead to make sure the center is open. Applications can also be picked up at the Town Office, 10 Village Square Rd., North Yarmouth, ME
2. Fill out the application and return it to Lisa Thompson, Community Center Director. You may drop it off at the Community Center or email it to : ltompson@northyarmouth.org All applications must be received at least three (3) weeks prior to reservation date or they cannot be considered.
3. You will hear back from our staff within forty-eight (48) hours of receiving your request.

Requests for a single day, one-time reservation or Special Event can be submitted up to 365 days prior to the reservation date. Please note, Town of North Yarmouth events, programming and special events take precedent to all requests.

Standards for Issuance

The Community Center Director shall approve an application submitted based on facility availability, priority of usage, maintenance impact on the facility, best use of the facility and only if the application meets the following criteria:

1. The proposed event or activity shall not endanger the health and safety of persons who visit the public facility.
2. Adequate parking facilities exist and are available to accommodate the number of expected attendees at the proposed event or activity at the public facility.
3. Adequate sanitary facilities exist and are available to accommodate the proposed event;
4. The event or activity shall not cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities in the public facility;
5. The proposed event or activity shall not unreasonably disturb persons who own and/or occupy land that is adjacent to such public facility;
6. The public facility or portion thereof to be used has not been reserved for other use at the day and hour required in the application.
7. The applicant has demonstrated the ability and intent to provide adequate supervision of the activity and understands the applicable rules and regulations.

General Conditions of Use

1. The applicant is responsible for leaving the public facilities in the same condition in which received and shall be responsible for any loss or damage to facilities or equipment. The applicant shall be charged for any required repair or cleanup costs incurred as a result of the applicant's use of the public facilities.
2. The Town of North Yarmouth shall not be liable for any damage or loss to any property of the applicant from any cause whatsoever while said property is located on the premises for storage purposes or otherwise.
3. The applicant is required to comply with all applicable federal, state and local statutes, ordinances and regulations, in addition to any policies or conditions imposed by the Community Center Director or Town Manager upon approval of the request, including, but not limited to, all the following:
 - Arranging and paying for adequate security services by the appropriated agency, if necessary.
 - When the use of town equipment is requested, arranging for qualified Town employees to be present and available for the operation of the same.
4. The applicant shall not engage in or allow any illegal activity to occur at the public facility.
5. The facility and its campus are tobacco free; use of tobacco, vaping or any smoking paraphernalia are prohibited.
6. The applicant is responsible for any damage to the public facility or any part thereof caused directly or indirectly by the applicant or his/her agents, employees, guests, or invitees. The applicant is required to indemnify the Town for any claims arising from the applicant's use of the public facility.
7. Any outstanding debts owed to the Town of North Yarmouth or violation of any Town policies during a previous reservation will result in denial of usage of any facility.
8. Per Town policy, mandatory recycling is required. We will supply recycle receptacles throughout the building. Please make every effort to recycle your trash.

Insurance Requirements

There will be certain circumstances where renters are required to provide proof of general liability insurance provided by an insurance company or companies licensed or approved to do business in the State of Maine by the Maine Bureau of Insurance to cover any loss or damage to public facilities or Town equipment in an amount not less than \$1 million.

1. All policies evidenced to the Town shall name the Town of North Yarmouth as an additional insured.
2. Certificate Holder must read:
Town of North Yarmouth
10 Village Square Rd.
North Yarmouth, ME 04097
3. For anyone-day event, proof of general liability insurance in compliance with this policy must be provided to the Community Center Director prior to approval of the use application.
4. Any tournament, league and/or organization must present proof of general liability insurance in compliance with this policy to the Community Center Director at least three (3) weeks prior to the event. Failure to do so may result in the cancellation of rental.

If Renter does not have Insurance

Maine Municipal Association Risk Management Services sponsors a Tenant Use Liability Program (TULIP), which provides an opportunity for general liability insurance for outside entities and private groups that wish to use municipal facilities owned by members of the MMA Property and Casualty Pool. The Town is a member of the MMA Property and Casualty Pool, and so TULIP is available to users of Town-owned public facilities. Coverage limits of \$1 million are available for the event/program, including liability for bodily injury and property damage. Go to

1. www.onebeaconentertainment.com
2. Enter Town's TULIP access ID code **0419- 012**