

Community Rooms Rental Agreement

Instructions: To inquire about or ensure a specific date, (1) print and fill out the Application for Use (separate document); (2) E-mail said document to Mary-Lou Boucouvalas, Library Director at ml@graves.lib.me.us.

Name: _____ Date: _____

Phone No: () _____ Mailing Address: _____

Email: _____ Event Type: _____

Fees For Rentals:

Rental Fees:

- (1) **\$175.00 Security Deposit** is refunded subject to meeting all requirements of the rental below.
- (2) **Room Rental is \$250.00 for weekday evenings and \$350.00 for the full day on weekends.** Availability Monday thru Friday 6-11pm and all day Saturday/Sunday from 12:00 pm to 7:00 pm.
- (3) Cleaning fees of \$100.00 will be charged.
- (4) Returned checks will have a fee of \$30.00.
- (5) A Non-Profit organization with a 501(c)(3) status and/or a local civic organization may use the facilities at no cost; however, a **\$100.00 cleaning fee will be charged if food is served.** The Library welcomes donations from said group(s) to maintain a clean and fully functioning facility.
- (6) A \$50.00 management oversight fee for rentals occurring outside regular operating hours (to cover cost of staff expenses).

The **Security Deposit** secures your reservation and must accompany your signed Rental Agreement and Certificate of Insurance. The **Rental and Cleaning** fee must be paid 30 days in advance of the Rental Date unless otherwise agreed to with the Library with a check payable to **Graves Library** and mailed to P.O. Box 391, Kennebunkport, Maine 04046.

Renter Responsibilities:

By signing this agreement, I understand that I am agreeing to indemnify and hold harmless the Louis T. Graves Memorial Public Library, its Trustees and Employees, against all claims and liability whatsoever and am solely responsible for the following:

Certificate/Liability Rider: Renter must provide the Library with a Certificate of Liability Insurance naming The Louis T Graves Memorial Public Library and correct rental date(s). The Certificate must be received with the rental payment and a signed copy of this Agreement.

Non-Commercial Renters can easily get a Certificate of Insurance from the insurer that provides homeowner's or rental insurance. The insured must be the person signing the agreement. If that is not possible, contact the

insurance agency to purchase **Event** insurance for rental. **Commercial Vendors and Caterers** must provide a copy of the **Liability Policy and the State Liquor and Bartender's License**.

Orientation and Safety Training: Renter will contact and meet with a representative of the Library a week before your rental to have a building orientation, a review of the elevator operating procedures and fire safety. There can be no rental unless this is accomplished.

Alcohol: Renter is permitted to bring alcoholic beverages for consumption. However, alcoholic beverages may not be sold at the rental and this means that no fees will be charged to attend the event. This includes but is not limited to entry fees, tickets, chances, food and/or beverage.

- (1) No person at the event will consume or be served excessive alcohol as proscribed by law.
- (2) Alcohol cannot be consumed outside of the building and is restricted only to the Community Room. It is a violation of State Law. (*M.R.S.A. Title 17, Section 2003-A.*)
- (3) Minors are not permitted to consume alcohol.

Smoking/Flaming Devices: The Library is a **SMOKE FREE CAMPUS**; therefore, no smoking within the building or on the grounds is allowed. In addition, no fire starting devices of any sort whatsoever, no fire flames, candles, no food warmers—but not limited to only these.

Clean the Property: Renter agrees to leave the **property completely clean upon departure** on his/her rental day including the putting away of all tables and chairs, washing all dinnerware and cooking equipment, and vacuuming if necessary.

Occupancy: Fire codes will not permit more than 100 people in the Community Room.

Elevator: The Elevator will be operated only by a Library staff member or by the person in the rental party that was instructed by the orientation and safety training.

Sound and Noise Limits: Noise must not disturb neighbors under any circumstance. Music must end by 10:00 pm.

Time Limitation: The room must be vacated by 11pm weekdays and by 7:30 pm on weekends.

Minors: A responsible adult must supervise minors at all times.

Elevator and Fire Escape: These must be used only for their intended purposes.

Payment: Include the rental date on the “memo” line of the check, addressed to **Graves Library**, and mailed to P.O. Box 391, Kennebunkport, Maine 04046 or delivered to 18 Maine Street, Kennebunkport, Maine 04046. The **security deposit** and **Certificate of Insurance** must accompany this signed agreement and be submitted when receipt of rental payment is made. Rental, cleaning, and oversight fees (if applicable) are due 30 days in advance of contracted rental date.

Renter’s Printed Name/Date: _____ / _____

Library Representative/Date: _____ / _____

The Louis T. Graves Memorial Public Library does not discriminate against nor endorse any organization, public or private, to use these facilities. However, The Board of Trustees reserves the rights to restrict or limit the use of the premises at any time without prior notice and for reason determined by the Board of Trustees in the exercise of its sole and absolute discretion.