

Town of Kennebunk

Dorothy E. Stevens Community Center Use Policy (Updated 8/13/19)

1. Priority for scheduling:
 - 1) Town Meetings
 - 2) Parks & Recreation Department Sponsored Programs
 - 3) Non-Profit Community Organizations, RSU #21, and Utility Districts
 - 4) Private Events
2. Scheduling for the hall will be handled through the Parks & Recreation Office (604-1335). Checks should be made payable to the Town of Kennebunk. Approval will not be considered final until application is reviewed, approved and payment with damage deposit is received.
3. Non-profit community organizations will be required to sign an agreement holding the Town harmless for liability resulting from the activity taking place in the hall. Governmental entities (i.e. RSU #21 and local Utility Districts) will be exempt from this requirement.
4. The Town's Code Enforcement Officer must approve any signs used in conjunction with an event.
5. **Capacity of Hall: 120**
6. It is the responsibility of the person/group using the hall to make arrangements for all set up and tear down work. The user will see that chairs are put back before leaving the hall unless informed otherwise. If an event requires set up on the day prior to it, thereby restricting the use of the hall, rent will be charged for an additional day.
7. The Parks & Recreation Department will unlock the side kitchen door of the hall remotely so a key is not required to enter the building. The building will unlock and relock according to the times that you have requested on this application and with Director approval. You will be unable to enter the building any earlier than your approved time. **Please be sure to consider your set up and break down times for your event.** Once you enter the building through the side kitchen door you will be able to open the front green doors and keep them unlocked for your event with an Allen Key. **After your event please make sure all doors, including the front, are locked.**
8. **Alcoholic beverages can only be served after being approved by the Town Manager. Applicant must fill out Town's Alcohol Facility Use Form and submit to department at least 30 days prior to event. There is no smoking allowed in building.**
9. Blue tape that does not remove paint will be allowed for hanging up of any posters, banners or anything of this sort. All tape must be removed. Confetti is not allowed in the building.
10. Any equipment brought in must have rubber protectors on the bottom. There will be no dragging of any equipment, tables, chairs, props, or other devices/apparatuses.
11. User **must** dry mop the floor after event. (Dry mop located in the maintenance closet). User **must** also sweep exterior porch and steps, and turn the heat down to 60 degrees.
12. For your convenience, a phone is available for local calls in the kitchen of the building. The phone number is 985-8446.
13. **Rates** are as follows:

<u>Non-Profit, Private, Non-Commercial</u>	
May 1 – September 30	\$50.00 per day
October 1 – April 30	\$75.00 for 4 Hours, \$20.00 for each additional hour
<u>Commercial</u>	
May 1 – September 30	\$200.00 per day
October 1 – April 30	\$250.00 per day
14. Governmental entities (Town Meetings and Parks & Recreation sponsored program) are exempt from the fee schedule but are required to file application for use of the hall.
15. A Community Center **Check List** must be filled out prior to leaving the event and brought back to the Parks & Recreation Department the next business day after the event.
16. An additional **\$150.00 deposit** will be collected by the Parks & Recreation Department to hold for any damages done to the Dorothy Stevens Community Center. This fee will be refunded if there is no damage and after the checklist has been returned to our office. If damages exceed the deposit, the renter will be liable for the cost of repairs. The deposit will be returned to renter by mail with a check approximately 3 to 4 weeks after event.
17. **Additional Parking is located in the REAR of the building. Parking in front of the building is limited.**
18. **Trash Policy:** Carry In/Carry Out- Please remove all trash from in and around the facility.
19. The fuse box is located off of the women's bathroom in the utility room.
20. To utilize extinguisher system for the hood, in the event of a stove fire, please look for the operating system located to the right of the kitchen exit doors. **IN CASE OF EMERGENCY CALL THE KENNEBUNK POLICE DEPARTMENT AT 985-6121.**
21. **Any outside items that will be brought into the building (i.e. chairs, tables, desks etc.) must be approved prior to the event. If your event occurs more than one day you must remove all these items each day after your event as the hall may be rented out in-between your scheduled events.**
22. **The Dorothy Stevens' roof does hold snow. Due to melting and other circumstances which create the snow coming down on the front entrance at any given time please be aware that the steps may not be clear of snow and ice on the day of your event.**

Signed _____ Date: _____

Renter's Copy

Town of Kennebunk

Application for Use of Dorothy E. Stevens Community Center

Name: _____ Date: _____

Organization: _____ Phone #: _____

E-mail address: _____ Work Phone #: _____

Mailing address: _____

Purpose of Use: _____

If you are selling any product(s), what product(s) will be sold? _____

Please check one of the following:

Please make checks payable to:

Town of Kennebunk

_____ **Non-Profit, Private, Non-Commercial Organization**

May 1-Sept 30 \$50

Oct 1-April 30 \$75 for 4 hours, \$20 each additional hour

_____ **Commercial Organization**

May 1-Sept 30 \$200 per day, Oct 1-April 30 \$250 per day

Non-profit Federal ID#: _____ ****\$150.00 Damage Deposit**

<i>Dates Requested</i>	<i>Time In</i>	<i>Time Out</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Will you be bringing in any outside materials into the building (i.e. chairs, tables, desks etc.)? If so, please list items as they will need to be approved. _____
- The side kitchen door will unlock automatically according to the times I have provided above. I am aware that I will only be able to enter the building during the times and dates that I have requested and have been approved for.
- I have read the Community Center Use Policy and agree to abide by all of the policies set forth. By signing my name below, I am accepting responsibility for all damages to the hall during its use.
- The facility user understands that the Town of Kennebunk, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to his/her person or property occurring during or arising out of using this facility. To the fullest extent permitted by law, the undersigned participant agrees to assume all risk of injury, harm, or damage to hi/her person or property arising during or in connection with using this facility. The undersigned facility user hereby releases and agrees to indemnify and hold harmless the Town of Kennebunk, its agent, 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 his/her person or property that may arise or occur during or in connection with using the facility. The undersigned facility user has read through all the rules, regulations, and policies and agrees to abide by these rules, regulations, and policies at all times during rental of the facility.
- I am fully aware that if I decide to cancel my event reservation a \$25 fee will be deducted from the refund.

Signature of Responsible Party

Additional Comments:

XXXXXXXXXXXXXXXXXXXXX FOR OFFICE USE ONLY XXXXXXXXXXXXXXXXXXXXX

Application is: _____ Approved _____ Denied

Fee Charged: _____

Return to Recreation Office with Payment

Recreation Office

Kennebunk

1 Summer Street
Kennebunk, ME
04043

Recreation Department

www.kennebunkmaine.us

offering programs for ages 1 through 101



DOROTHY STEVENS COMMUNITY CENTER

FACILITY USE TIME STATEMENT

Please be aware that the times you have indicated on the application, that have been approved and paid for, are the only times you are allowed to use this facility. Many times other groups are scheduled to use the facility before and/or after your scheduled times. **The side kitchen door will unlock automatically according to the times that you have provided below. You will only be able to enter the building during the times and dates that you have requested and have been approved.** Please be aware that if you are using the facility outside your scheduled/approved time, you will be charged for that time which will be taken from your security deposit.

I am fully aware and will abide by the terms of the Facility Use Time Statement for the times indicated below.

TIME IN: _____

TIME OUT: _____

Signature of Responsible Party

Date

***DOROTHY STEVENS COMMUNITY CENTER
RELEASE AND INDEMNITY AGREEMENT***

In consideration of the permission given, to the undersigned, by the Town of Kennebunk,
allowing use of the Dorothy Stevens Community Center, for the year of 20____,
_____(name of organization), the undersigned, does forever
release, discharge and covenant to hold harmless the Town Of Kennebunk and any other person, or agent of
said Town charges or chargeable with responsibility or liability for the Dorothy Stevens Community Center
their heirs, administrators, executors, successors and assigns, from any and all claims, demands, damages,
costs, expenses, loss of services, actions and causes of action, arising out on any act or occurrence up to the
present time, and particularly on account of all personal injury, disability, property damage, loss or damages
of any kind sustained or that may hereafter by sustained, in consequence of the use by
_____(organization) of said community center on the year above specified.

The undersigned agrees, as a further consideration and inducement for this release and indemnity agreement,
that it shall apply to all unknown and unanticipated injuries and damages directly and indirectly resulting
from the said use, as well as to those, which are presently foreseeable.

Signature of Responsible Party

Date

Town of Kennebunk

Dorothy E. Stevens Community Center Check List

- ☐ *Checklist must be completed when you are leaving the Community Center.*
- ☐ *Please return to the Kennebunk Parks & Recreation Department the business day after use. The \$150 deposit will not be returned to you until the checklist is returned.*
- ☐ *The \$150 deposit will be returned to you if the Community Center was found as it was left prior to use.*

_____ All doors are closed and locked.

_____ Windows are closed and locked.

_____ Kitchen and Main Hall thermostats are turned down to 60 degrees.

_____ Community Center is picked up and dry mopped.

_____ Kitchen is cleaned.

_____ All food and trash have been removed from building. (The dumpster is for the use by the Fire Department and not the Community Center renters.)

_____ All chairs are folded and returned to the chair storage holder.

_____ Bathrooms checked – toilets are not running, water is off and lights are out.

_____ All renters equipment/apparatus etc. is out of building.

_____ Any physical damage? If yes, what?

_____ Interior lights turned off.

_____ Everyone is out of building.

_____ Time: _____

Important Notice

The \$150 deposit will be mailed to the contact person on the checklist if no damage is found and to be more than the deposit, renter will be liable for damage.

Signature

Phone #

Date

Return to Parks & Recreation Office After Event

*******In case of Emergency call Kennebunk Police Department at 985-6121*******