

**TOWN OF OWLS HEAD
COMMUNITY BUILDING GUIDELINES**

1. A rental fee is charged for the use of the Community Room. The amount to be refunded is set forth below provided the guidelines are followed:
 - In-town residents of Owls Head: \$100.00 deposit- refund of \$50.00 after function
 - Out-of town residents: 150.00 deposit- refund of \$50.00 after function
2. Rental and use of the building is with the understanding that the dates are cleared ahead of time with the Town Secretary, Joan Linscott, so as not to conflict with any regularly scheduled town events.
3. Clean-up is the responsibility of the organization/ individual. Any damage to the building and rooms will not be tolerated: groups or private parties will be responsible.
4. No tape or tacks are to be used on the walls and woodwork.
5. Groups are expected to dispose of their own garbage.
6. The heat is to be turned down to 55 degrees before you leave.
7. Be sure all windows and doors are locked.
8. All lights are to be turned off except for the outside floodlights.
9. Remember that there is to be no alcohol consumption on the premises. No smoking is allowed inside the building.
10. Do not leave food in the refrigerator.
11. Please use the telephone for local calls only!!
12. No one using the meeting room downstairs is allowed in the upstairs office at any time.
13. The Town of Owls Head is not responsible for accidents or damage resulting from acts or omissions of the sponsor organization/individual.
14. If there is any damaged or broken property inside or outside the building, the person who rented the community room will be held liable for the cost involved to repair or replace the property and will forfeit their deposit.
15. The contract must be signed and the fee paid on or before 7 days prior to your event. If the event is canceled by you within the 7 day period, you will forfeit your deposit.
16. The User shall indemnify and hold harmless the Town of Owls Head, its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the User, its officers, agent and employees.
17. You must call the janitor, Terry Morang, at 593-8251 the night before you're scheduled event. No other person is allowed to open the building for scheduled events. If Mr. Morang is not at home, please leave a message on his answering machine.

OVER.....

18. The Selectmen shall reserve the right to accept or reject any request regarding the use of the building.

THANK YOU!!!
Board of Selectmen

Name

Address

Received a copy of these Guidelines this

_____ day of _____ 20_____