



**Skowhegan Community Center &
Parks and Recreation Department**
39 Poulin Drive, Skowhegan, Maine 04976



Facility Rental Agreement Form

Name of Organization _____

Contact Person _____ Telephone #: _____

Mailing Address _____ City & Zip _____

Event Explanation _____

Dates Requested: _____ Time In: _____ Time Out: _____

Number of people expected to attend: _____ Do you need written directions? _____

For Profit Non-Profit

Rooms requested to rent:

- Conference Room A (windows)
- Conference Room B
- Kitchen Facilities
- Gymnasium

- Playground
- TV/VCR/DVD needed

***No Air Conditioning in Building**

Special Set-Up: Draw a picture of table & chair placement. (Meeting Rooms Only)

Please return agreement form by: _____ in order to reserve date(s) as stated above.

You will be billed after the actual rental.

I have read the attached application and policy form and fully understand the regulations and fees for the use of the Skowhegan Community Center. Furthermore, I do understand as the applicant that I will be held responsible for any and all damages if any should occur during this event.

SIGNED, _____ DATE: _____

The Community Center is Handicap Accessible



This is a Tobacco Free Facility, In & Out



Please mail to: 225 Water Street
Skowhegan, Maine 04976
Phone: (207) 474-6901
Fax: (207) 474-6913
E-mail: skowrec@skowhegan.org

****For office use only: Rental Fee \$ _____**

Retain For Your Records

POLICY FOR RENTAL OF THE SKOWHEGAN COMMUNITY CENTER

1. No use of Tobacco Products, inside or outside.
2. No Alcoholic Beverages in the Skowhegan Community Center.
3. It is the responsibility of the person/group using the facility to leave the room in the condition it was upon arriving, unless prior arrangements have been made.
4. The user of the Community Center shall make certain that all exits remain free of all obstructions or impediments at all times.
5. No furnishings, decorations, or other objects shall be used or placed as to obstruct exits, access thereto, egress therefrom, or visibility thereof.
6. Hangings or draperies shall not be placed over exit doors, or otherwise located as to conceal or obscure any exit.
7. No furnishings or decorations of an explosive or highly flammable character shall be used. Note: Christmas trees, ordinary crepe paper decorations, and pyroxylin plastic decorations are classed as highly flammable.
8. Flammable furnishings or decorations shall be flame resistant.
9. No open flame devices shall be used, except where necessary for ceremonial, religious, or theatrical performances, and permission has been granted by the fire chief.
10. No portable cooking devices shall be used except as provided in item 8 above.
11. Decorations and stage scenery made of combustible materials shall be treated with an effective flame resistant material.
12. No food or drink shall be allowed in any area of the Community Center other than the kitchen or designated meeting room areas.
13. Proper gym footwear must be worn in the Multi-Purpose Room and Activity Rooms to avoid damaging the wood surface. **STREET SHOES ARE NOT ALLOWED**
14. Basketball groups are not allowed to dunk the basketball through the hoops or to hang from the backboards. **BACK BOARDS ARE NOT DESIGNED FOR SUCH USE**
15. No Pets in the building.
16. Violation of any section of this policy will be just cause to deny any future use of the Community Center.

COMMUNITY CENTER PLAYGROUND RULES

1. Children 8 and under require adult supervision.
2. No Smoking on site.
3. No Alcoholic Beverages.
4. No Bare Feet.
5. Please use trash receptacles.
6. No Pets allowed on site.

Cost: _____

***Skowhegan Recreation Department
225 Water Street (Mailing)
39 Poulin Drive (Physical)
Skowhegan, Maine 04976***

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