

Gentle Memorial Rental Information

To be filled out by the renter

Contact Person in charge of Usage (Please print): _____

Organization: (If applies) _____

Phone Number: _____

Mailing Address: _____ Town/State: _____ Zip Code: _____

Organizers Email Address: _____

Date of Usage: _____ Time of Usage: _____

Location of Usage: **(Choose one)**

☐ Gym Only ☐ Upstairs Lounge ☐ Combo Use – Gym & Upstairs Lounge ☐ Entire Building

☐ Downstairs Lounge ☐ Game Room ☐ Combo Use - Downstairs Lounge & Game Room

Your Event will need: ☐ Certificate of Insurance

Please Describe your event in detail

Will you need electricity? YES ☐ NO ☐

User's Signature: _____ Date: _____

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****The agreement is not in effect until Houlton Recreation Department has received this signed GMB Rental Agreement Contract, the certificate of insurance & if required Special Function Permit from the Houlton Police Department. All Houlton Parks & Recreation Department properties (Parks & Facilities) are smoke & alcohol free,*

**Town of Houlton
Parks & Recreation Department – Gentle Memorial Building
Rental/Usage Agreement**

To be filled out by Parks & Recreation Department:

Made this _____ day of _____ between the Houlton Parks & Recreation Department (hereinafter referred to as Lessor) _____ hereinafter referred to as Lessee) for the rental/usage at the Gentle Memorial Building for the **following date:** _____

Time: _____

1. The rental price of _____ **per hour** is payable on or before the day of the rental/usage.
Certificate of Insurance is necessary and must name Town of Houlton, 21 Water Street, Houlton ME 04730 as additional insured (at least \$400,000.00). Certificate must be in the Rec Main Office on the day of rental/usage.

Surrender of Premises:

2. That at the expiration of the term, Lessee will quit, and surrender said premises in as good order and condition as they were received. Lessee agrees to abide by all rules and policies applicable to the facility being rented/used.

Agreement Guidelines:

Lessee acknowledges that the guidelines are subject to change if the State of Maine mandates are put back into place. Such mandates are not the directive or controlled by the Town of Houlton but guideline is those from the State of Maine and agrees to indemnity and hold harmless the Town of Houlton and its agents from any claims or damages including the Towns reasonable attorney's fees from any claims or participants in the event or any claims as a result of actions or inactions of the event organizer or participant.

This agreement is not in effect until Houlton Recreation Department has received a signed Facility Agreement. All Houlton Parks are smoke and alcohol free.

Condition of Premises:

3. The property and premises subject to the lease/usage are delivered into the possession of the Lessee in an "AS IS" condition. The Lessee agrees that Lessee has had full opportunity to inspect premises and that no representations or warranties have been given Lessee regarding the condition of the premises, its utilities and structures. While this agreement remains in force, the Lessee agrees to keep and maintain said leased/usage premises at all times in a safe and good condition and repair, ordinary depreciation from reasonable use expected. The Lessee shall notify the Lessor of any changes in the structural condition of the premises.

Regulations:

4. Lessee agrees to comply with all state, federal and local laws, rules and policies, environmental and land use regulations applicable to Lessee and to the leased premises.

Waste Disposal:

5. No waste material or refuse shall be dumped on or permitted to remain on the leased premises.

Lessee agrees to the terms of this Rental Agreement Contract and the attached Rider.

Rider Agreement attached: ☒X ☐Yes ☐No-not needed

Houlton Parks & Recreation Dept., Lessor

Renting Party, Lessee

Signature

Title

Date

Rider Agreement

Renting Party Agrees to:

- Provide the Houlton Recreation Department with certificate of insurance, naming the Town of Houlton as additional insured for at least \$400,000.00. (This certificate must be in the office on or before the date of rental/usage.)
- Comply with all Local, State & Federal laws, statutes, and policies regarding safety.
- Be responsible for replacement cost of any damage to the Houlton Recreation Center or its equipment.
- Keep all tables, chairs, garbage barrels and equipment within the facility.
- Keep all exists free of obstruction.
- Be responsible for set up and tear down of planned activity.
- If needed, regulate all parking. Be responsible for keeping roadways open for emergency access.
- Refrain from using nails, screws, tacks, staples, hooks, glue products of any kind on walls, ceilings, floors in facility.
- Allow No Alcohol beverages to be permitted in the Houlton Recreation Center facility or parking lot.
- Allow No smoking in or on the grounds of the Houlton Recreation Center facility or parking lot.
- Responsible for all garbage removal from rental activity.