



Facility Use Agreement  
Old Robie School  
668 Gray Road, Gorham, ME 04038

Date: \_\_\_\_\_

Updated 3/24/2022

EVENT DATE: \_\_\_\_\_ Day of Week: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_ # PEOPLE IN ATTENDANCE: \_\_\_\_\_

75 South Street, Suite 1  
Gorham, ME 04038  
207-222-1630

Renters Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

# Hours	Description	Fee	Subtotal

**4 hour rental: \$350.00**  
**Each additional hour \$75.00 (up to 7 hours)**  
**For rentals 8+ hours \$600.00 (per day)**  
**Security deposit \$250.00**

**Please send one check for deposit, which will be held, and one check for rental fee.**

I agree that there will be no nudity, underage drinking or other illegal activities and any person under the age of 21 will be accompanied by a parent or guardian.

I am responsible for all damage that may occur and understand I will forfeit my security deposit as a minimum of damages, I will give a 48 hour notice of cancellation or forfeit my security deposit.

A signed rental agreement, security deposit of \$250 and rental fee are required to hold date and time 1 week before the date of rental.

An insurance rider naming the Town of Gorham as additionally insured has been provided if alcohol is being served.

I, the undersigned, being the responsible individual and/or representative of the above listed organization have read and agree to abide by the schedule of fees and rental conditions outlined in rental guidelines and rental agreement. I understand failure to abide by the terms of this agreement will result in the termination of the agreement.

Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_  
(person signing must be present for duration of time facility is rented)

Please sign and return one copy of the Rental Agreement to the Gorham Recreation Department. Keep clean up guidelines and one copy of agreement for your records.



FACILITY USE AGREEMENT  
OLD ROBIE SCHOOL

Renters Rules of the Building

**Decorating:** Anything attached to the walls or ceiling MUST be done WITHOUT leaving damage to the wall/ceiling upon taking all decorations down. Damage to the walls or ceiling will result in forfeiture of your security deposit.

**Alcohol:** is NOT permitted in or on the grounds, unless alcohol is provided by a caterer with appropriate licenses and insurance OR renter provides rental waiver from their home/apartment insurance policy naming Town of Gorham as additional insured if possible. Copy of licenses and insurance must be provided to Recreation Department before rental event. *The Town of Gorham offers Facility Use Insurance through Maine Municipal Association. Please visit their website at [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip). Authorization code is 0419-002.*

**Smoking:** is NOT permitted in the building. There will be no exceptions. Smoking will be permitted outside the building, in designated areas, where receptacles are located.

**Kitchen:** Please use a cutting board if you are going to chop, slice or cut. Cutting boards are located in the kitchen. DO NOT CUT DIRECTLY ON THE COUNTERS. Monitor youngsters around the ovens and burners. Be sure everything is turned OFF when you leave. We have dishes and tableware for 150 - all silverware, mugs, glasses and dishes must be washed in the dishwasher, which takes 50 minutes, and returned to cupboards prior to your departure.

**Tables and Chairs:** We have 8 and 10 foot rectangle, and 5 ft round tables for use. We have 150 chairs. Please use caution when moving tables and chairs as not to mar doorways, floors and walls. After use, return them to where they were found.

**Leaving the Facility:** Please refer to the checklist which can be found in the kitchen. Remove all decorations. Bag and remove all trash from the building. Leave a fresh bag in the waste cans. Sweep, vacuum and mop if needed. Return tables and chairs to where they were found. Remove all personal property. We are not responsible for lost, stolen or damaged belongings. Facility must be as clean, or cleaner, than you found it. If not, this will result in forfeiture of your security deposit.

Gorham Recreation Department has no interest or control in any manner of the uses and activities conducted by the renter on the premises pursuant to this agreement. By its use and control of the premises. User agrees to assume premises liability for those portions of the premises used. The user (s) of the facility agrees to hold Gorham Recreation Department and the Town of Gorham harmless for any and all loss, injury or damage to the premises caused by the User, its guests, or invitees, or to the personal property of persons or the User, its guests or invitees, on the premises during the period of the User's use.

**Failure to comply with these rules may result in forfeiture of all or part of your deposit.** If the building is NOT cleaned to the satisfaction of the Gorham Recreation Department as detailed above, the security deposit will be forfeited. **Security deposit** will be returned within 30 days after inspection, if premises are left in clean, orderly condition with no loss or damages.