

**APPENDIX B**

**Biddeford Pool Community Center  
Rental Application and Building Usage Guidelines**

Name: \_\_\_\_\_  
Requested Rental \_\_\_\_\_ Event \_\_\_\_\_  
Date: \_\_\_\_\_ Type: \_\_\_\_\_  
Renter's \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Rental Fees**

- Non-profit organizations can use the center free of charge for meetings but will be asked to make a donation to BPCC of \$75.00 for any fundraising event.
- Pre-paid \$100.00 security deposit. (Refundable, See Section 6)
- Rent
  - *Entire Hall: \$150.00 Members / \$300.00 Non-Members*
  - *1st Floor only: \$50.00 Members/ \$100.00 Non-Members*
  - *2nd Floor only with kitchen: \$100.00 Members/ \$200.00 Non-Members*
- Heat Surcharge: From November 1 through April 30, add \$25.00 to your rental fee

Based on the above, the total cost for your rental is: \$ \_\_\_\_\_

Checks should be made out to Biddeford Pool Community Center.

**Biddeford Pool Community Center**  
**Terms of Agreement**  
**Hall Usage Policy and Regulations**

Please read the material below. Your signature at the bottom of the agreement acknowledges your understanding of the requirements and agreement to abide by the policies.

1. **Liability Coverage:** All renters must provide proof of coverage. If you are a non-commercial renter please send us a copy of the Liability page of your home owner's insurance policy. All commercial vendors / caterers must send a copy of your liability policy and State Liquor & Bartenders License.
2. **Use of Alcohol:** If you are having alcohol on the property during your rental:
  - a. Alcohol may not be sold at the event and this means that you may not charge a fee to attend the event.
  - b. Alcohol may be consumed only within the building and within the fenced area of the yard.
  - c. No consumption of alcohol by minors is permitted.
  - d. The renter agrees to ensure alcoholic beverages are consumed in a responsible manner.
3. **Smoking:** There is no smoking in the BPCC building.
4. **Site Decoration:** Nothing can be hung from the ceiling and no nails, screws, staples or tacks may be used on the walls. Tacks can be used on the bulletin boards. Any tape or gummed backing materials must be properly removed and any wall/trim damage will be deducted from the security deposit.
5. **Cleaning and Trash Removal:** The building and grounds of BPCC must be left in the same condition as you found it. This includes but not limited, to:
  - a. Anything used in the kitchen must be cleaned and put away.
  - b. The counters must be cleaned and no dishes, clean or dirty, may be left in the sink.
  - c. The floors should be swept and damp mopped if necessary.
  - d. Remove all food and beverages from the refrigerator and premises
  - e. All trash and recyclables must be bagged and taken home with you.
  - f. Clean the bathroom and damp mop the floor.
  - g. Any items borrowed from BPCC, i.e. linens, tables, chairs, etc., must be returned within 24 hours. Linens must be returned clean.
  - h. The library area is not included in any rental unless an actual Library event is taking place.
  - i. When leaving please make sure all windows and doors are closed and locked. Leave all bathroom doors open.

6. Security Deposit and Damages: The security deposit check of \$100.00 payable to BPCC is required and due with your reservation and rental payment. The deposit will be refunded within three (3) days following the event provided the premises are maintained and left in the same condition when rented. If any cleaning or repairs are deemed necessary beyond normal use, the cost will be charged and deducted from the security deposit at the sole discretion of BPCC.
7. Capacity: The renter understands that the maximum standing capacity of BPCC is 60 persons on each floor for a total of 120 and renters agrees the total number of attendees will not exceed this limit.
8. Noise: The renter acknowledges that the premises are located in a residential neighborhood and therefore agrees to control the noise level at the event such that it does not disturb the neighbors. Music must end by 10 P.M. during weeknight (Sunday through Thursday) and by midnight on weekends (Friday and Saturday).
9. Parking: The guests are responsible for observing all posted parking regulations and may not block driveways. The city police do take note and ticket illegally parked cars.
10. Security Deposit and Rent checks:
  - a. Must be made out to Biddeford Pool Community Center
  - b. The rental date must be printed in the memo section of the check.
  - c. Checks should be mailed to BPCC, PO Box 247, Biddeford Pool, ME 04006
  - d. Full payment and the security deposit check, along with the signed agreement, is required to reserve the date and space.

Please feel free to call Building Committee @ \_\_\_\_\_ in the event of questions.

Thank you,

\_\_\_\_\_  
BPCC

\_\_\_\_\_  
Date

I agree to honor the above conditions:

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date