

Irving Tanning Community Center Building Use Agreement

KF-E2

In consideration of the right to use the facility described on the date(s) indicated, it is hereby agreed as follows:

1. The using organization/individual hereby assumes full financial responsibility for any and all loss or damage to the building and to any and all personal property of Regional School Unit 19 (RSU 19) and the Irving Tanning Community Center (ITCC), and agrees to indemnify the owner(s) for any such damage.
2. The using organization/individual further agrees to conform its use of said facilities to any reasonable regulation or requirement of RSU 19 and the ITCC Board with regard to the type of activities, hours of use, and time clean up.
3. A \$50.00 deposit is required from all organizations/individuals upon acceptance of the Building Use Agreement. This deposit is fully refundable at the conclusion of the event unless an extraordinary fee is charged for infractions of this agreement.
4. The responsible party is expected to arrive no later than fifteen minutes after the initial time stated on the Building Use Application. After such time the custodian will be compensated at his/her usual rate. Such charges will be deducted from the applicant's deposit fee.
5. In case of early departure, the custodian is to be notified by phone. Contact phone numbers are posted at the entrance.
6. The using organization/individual further agrees that the facility will be left in a clean and neat condition with chairs and other furniture returned to normal location, all waste and trash removed from the premises and the facility ready for normal use without expense to RSU 19 or the ITCC Board of Directors. All extraordinary costs will be deducted from the applicant's deposit fee. (See attached *Facilities Fee Schedule*)
7. The using organization/individual agrees to provide its own janitorial service except that when required, it will utilize the school janitorial department and reimburse RSU 19 and the ITCC Board of Directors for all expenses in connection therewith. (Requirements will be due to specialized cleaning needs.)
8. The using organization/individual agrees to be fully responsible for all bodily injuries to third parties on the premises during its period of use or damage to the property of the third party and to indemnify and hold harmless RSU 19 and the ITCC Board of Directors from any and all loss resulting from claims of third parties arising out of its use of the facility.
9. All facilities are to remained locked during hours that school is in session.
10. People attending the event are to be restricted to the area specified in this *Building Use Agreement*.
11. The using organization/individual further agrees to provide, where required, proper police protection and supervision at its expense during the time of its usage and to comply with all applicable laws and regulations in its conduct of activities on the premises.

12. The using organization/individual understands that it cannot transfer the use agreement nor sublet its right of use to any other individual or group without the express authorization of the ITCC Board of Directors or its authorized representative. (Any attempted transfer is void.)
13. The using organization/individual agrees to report promptly to RSU 19 and the ITCC Board of Directors or its authorized representative all incidents involving damage, loss of property, or injury to any person occurring during its usage of the facility.
14. The using organization/individual is liable to RSU 19 and the ITCC Board of Directors for any expense incurred in cleaning or repairing the premises, replacing property lost, or damages beyond repair when the ordinary expenses occurred during the use of the facility by the using organization.
15. The using organization/individual agrees not to allow the use and/or possession alcoholic beverages, tobacco, or other scheduled drugs on RSU 19 property.
16. A fee may be charged to any organization, private or commercial enterprise, or individual that realizes a profit or personal monetary gain from use of the facilities. (See *Facilities Fee Schedule*)
17. The using organization/individual will furnish a Certificate of Insurance. The holder shall be RSU 19 and the ITCC Board of Directors.

Facility to be used: _____

Room: _____

Equipment needed: _____

State any special conditions or restrictions here:

Date(s) of use: _____

Hours of use: _____

Activity: _____

Using organization or non-secondary student adult, if applicable (correct legal name – if not an incorporated organization, state names of at least three officers such as president, secretary, and treasurer).

By: _____

Title: _____
(If applicable)

Address: _____

Phone: _____ E-mail: _____

OFFICE USE

Building use request:

(Name of organization/individual requesting use of building)

- Approved at no charge
- Approved with fee of _____
- Denied – Reason: _____

Fee Structure:

	Hourly rate or use fee
_____	Kitchen use
_____	Other user fees _____
_____	TOTAL

(Authorized signature)

Satisfaction Survey

After completing your activity at the Irving Tanning Community Center, please complete the following survey at your convenience and return to the Center in person or drop in the mail. Your comments will assist us in improving our Building Use procedures.

1. Was the facility open and available at the requested time? _____
2. Was the Center clean and presentable when you arrived? _____
3. Was any equipment requested readily available? _____
4. Were you treated in a professional and courteous manner by the Center staff? _____
5. Please rate your overall level of satisfaction with your usage of the Community Center:
1. _____ (Poor); 2. _____ (Fair); 3. _____ (Good); 4. _____ (Very Good); 5. _____ (Excellent)

If you needed to answer “no” to any of the first four questions or rated question number five as poor or fair, please explain so that we can endeavor to correct the situation.

Thank you for using the Irving Tanning Community Center and assisting us in our improvement efforts.

Please return to:
Director, Irving Tanning Community Center
62 Elm Street
Hartland, ME 04943

