

Physical Address:

Town of Lowell
129 West Old Main Rd
Lowell, ME. 04493



Mailing Address:

Town of Lowell
PO Box 166
Burlington, ME. 04417

Lowell Municipal Hall
Scheduling & Rental Agreement Form

Name: _____

Organization: _____

Address: _____

Telephone: _____

Date & Time period
this agreement covers: _____

Type of Activity: _____

Total Expected
Meeting Hours: _____

Time of Arrival for Setup: _____

Estimated Number of
People Attending: _____

Number of Chaperones: _____

Comments: _____

TERMS: The undersigned hereby agrees to abide by the following rules and regulations for the rental of space at the Lowell Municipal Hall.

The Individual making this request accepts responsibility for the use of the Lowell Municipal Hall and agrees to make financial restitution to the Town of Lowell for any damages to the building, equipment, or property. Renters may report to the 911 Dispatcher all unauthorized people at the facility.

Fees for the Hall will be collected at the Town Office in advance.

The undersigned agrees to provide adequate supervision of the building and its premises. When supervising children's parties, it is mandatory that there be one chaperone for every ten children in attendance. NO EXCEPTIONS.

Smoking is prohibited in the building and a minimum of 20 feet from any windows, entryways, doorways, vents or other openings in the outdoor premises.

Alcoholic beverages prohibited in the building and on the premises.

Phone:

(207)732-5177

Fax:

(207)732-5687

Email:

townoflowellmaine@gmail.com

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The undersigned is responsible for disposing of any trash and cleaning the room prior to leaving the premises. Cleaning shall be sweeping, wiping down surfaces & cleaning up any spills or any kind.

If kitchen utilized all surfaces including appliances should be cleaned and dishes must be washed

The undersigned is to notify Town personnel via phone when ready to leave the premises; Town personnel will inspect, lock & sign off the agreement form.

Additional cleaning charges may be assessed. **If any damages done because of the undersigned's use, the damage will be billed at actual costs necessary to fix the damage.**

The undersigned hereby releases and forever discharges the Town of Lowell and its officials, agents, employees from all suits, claims, and demands whatsoever, including for negligence which he or she or his or her heirs or assigns may ever have for any personal or bodily injury, death, or property damages arising out of or resulting from, in whole or in part, the undersigned's use of the premises s above described. The undersigned further agrees, for him or herself and his or her heirs sand assigns, to defend and indemnify the Town of Lowell and its officials, agents, and employees against all suits, claims, and demands by any third party, including invitees and others, and to save them forever harmless there from, and upon demand, to obtain liability insurance in a form and amount satisfactory to the Town.

The undersigned herby acknowledges that he or she has read and understands this Release and Indemnification, and further represents that if he or she is signing on behalf of another person or entity, he or she is authorized to do so and that such other person or entity intends to be fully bound hereby.

Date

Signature

Print Name

Below this line for Town personnel use only

ROOM(S) ASSIGNED: _____ FEE PAID: _____

DATE PAID: _____

AGREEMENT SIGNED: (YES) _____ (NO) _____

SIGN OFF: TOWN PERSONNELL _____
USER _____

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