

ORR'S ISLAND SCHOOLHOUSE
Rental Policies & Fees

These policies are designed to enhance your enjoyment of the Schoolhouse and to insure that it will continue to be available in good condition for others. Read these policies carefully. If you have questions, please contact a member of the Schoolhouse Committee.

Capacity - The Schoolhouse can comfortably accommodate 100 people.

Scheduling

Consult the online calendar at www.OrrsIslandSchoolhouse.com to see available dates. We are happy to pencil in a date but it cannot be confirmed until we receive an application and deposit. Don't make other commitments (caterer, etc.) until the dates are firm.

Fees

All fees will be paid no later than 14 days before an event. Payment includes all the time you will need to be in the Schoolhouse. For instance, if you want to set-up on Friday night for a Saturday event, you should rent the building for both days. Make checks to "OBIFD Schoolhouse."

	<u>one day</u>	<u>two days</u>
Non-resident	\$300	\$500
Harpswell Resident	\$150	\$250
Public non-profit group	\$100 requested	

A \$150 security and cleaning deposit is required along with the rental application. The deposit will be returned unless it is needed to cover the cost of a lost key, damage or cleaning. Liability is not limited to this amount; you could be charged more if deemed necessary.

Keys

Keys can be picked up from the Schoolhouse Committee 24 hours prior to the event and should be returned within 24 hours after the event.

Displays & Decoration

Please do not hang or attach any items to the wall. Pictures or decorations may be hung only with the proper "S" clips from the picture molding. No furniture, furnishings or equipment shall be removed from the premises without the consent of the Schoolhouse Committee. No Silly String, rice or confetti please.

Alcohol

If you intend to have alcohol at your event, please let us know in your application. If you intend to sell alcohol, you must obtain the required permits from the Town of Harpswell and the state authorities.

The renter agrees to assume all liability for the use of alcohol on the premises. If you choose to have alcohol at the Schoolhouse, we ask that you be guided by maturity, restraint and regard for the well being of others. Bear in mind that the legal age for consumption in Maine is 21. We highly encourage that you designate non-drinking drivers.

Insurance

Insurance is required if you intend to have alcohol on the premises. If that is the case, prior to your event please purchase relevant liability coverage and send us proof. In most cases, the agent will send this for you if you provide our email address.

We verify that we will not have alcohol on the premises and therefore insurance will not be necessary. I/We assume all responsibility for our guests.

Parking

Parking is available on both sides and behind the Schoolhouse. **Please do not park in front or on either side of the Firehouse.**

After Your Event

Please see that the Schoolhouse is in the same condition as when your first arrived. If there is damage or clean up is necessary, this will be taken out of the security deposit. Please let us know if there were any problems (blown light bulbs, problems with an appliance, etc.) so we can keep the Schoolhouse in top condition.

ORR'S ISLAND SCHOOLHOUSE RENTAL APPLICATION

Applicant _____

Address _____

Purpose of organization _____

Address _____

Responsible person on premises during event _____

Address _____ Telephone _____

Email _____ Cell phone _____

Purpose of rental _____

Number attending _____ Food on premises? _____

Alcohol on premises? _____ Cooking on premises? _____

Date(s) desired _____ Hours _____

Applicant acknowledges responsibility for conduct of all attendees. Please be aware that the Schoolhouse insurance does not cover the activities of renters. We recommend that you purchase your own insurance.

By signing below the applicant acknowledges that the premises are non-smoking and that if alcohol is present, the renter will take full responsibility that it is handled responsibly.

Signed: _____ Date: _____

Please include

a signed copy of this application

a security deposit for \$150 made to "OBIFD Schoolhouse"

The Applicant acknowledges receipt of the Rules & Policies and agrees to abide by them by initialling here:

ORR'S ISLAND SCHOOLHOUSE: Liquor Policy

The purpose of this policy is to set forth the position of the OBI Schoolhouse Committee with regard to alcohol consumption. Our position is that if one chooses to drink alcohol at social events one should be guided by maturity, restraint and regard for the well being of others.

- 1 No individual under the age of 21 is permitted to consume or purchase alcoholic beverages on this premise. Any individual under the age of 21 seen consuming or purchasing alcoholic beverages will be removed from the premises with the proper authorities notified.
- 2 It is our policy to discontinue an event if we believe individuals are becoming intoxicated or unruly. Law enforcement will be contacted if necessary.
- 3 Any individual who chooses to consume alcohol is strongly encouraged to refrain from driving and to designate a driver who has not been drinking as his or her only source of transportation.

As stated in the rental agreement, by the signing of the Rental Application the renter agrees to provide proof of insurance if alcohol is on the premises.

sign & date

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Office Use:

Check # _____

Date received _____

Restrictions / Conditions: