



**Friends of Soldiers Memorial Library
Arts Center Building Rental Agreement
8 Hancock Avenue, Hiram, ME 04041
2018 January (Revised 2019 June)**

Name of Renter: _____ Phone Number: _____

Address: _____ E-Mail (optional): _____

_____ Rental Date(s): _____

Event Name (optional): _____ Event time(s): _____

Reason for Rental: _____

(For example: wedding, reception, meeting, family gathering, educational class, etc.)

Cost of Rental (per day): ___ \$100 Main Floor ___ \$100 Community Room ___ \$200 Both. _____

Cleaning Deposit \$50. *(This is refundable after the event, if acceptable cleaning is verified.)* _____

Total of Rent and Cleaning Deposit *(Payment in full must be made prior to rental.)* _____

- **Pre-payment** of the Total Rent and Cleaning Deposit is required to hold the building for the specified Rental Date. Until payment is made there is no assurance that the building will be available on that date.
- **Cancellation.** If the Building Rental is canceled, \$25 of the pre-payment becomes a service charge. All but \$25 of the pre-payment will be refunded to the Renter.
- After the Event, the **Cleaning Deposit** will be refunded to the Renter if acceptable cleaning is verified.

Non-profit, community service, and government organizations may be allowed to have building use at a reduced rent or without a rental charge. The organization must complete a Rental Agreement. The Building Manager will determine if the organization and event activity can qualify for use free-of-charge or at reduced rent. If the organization disagrees with the Building Manager decision, the organization may appeal to the FoSML Board of Directors for reconsideration.

Reminders:

___ This is a **NON-SMOKING** property. Smoking or vaping inside is absolutely prohibited. Smokers are asked to be 25 feet away from entrances while smoking or vaping. Smokers are also asked to not discard smoking materials on the property.

___ Renters are liable for any theft from the property or any damage to the property.

___ There is a **FoSML Arts Center Building Use Policy** that describes details of using the building and additional requirements for this use. Signing of this Agreement means that you have read the **Building Use Policy** and that you agree to the requirements of this policy.

This Rental Agreement is a contract between the Renter and FoSML. By signing this Agreement, you have agreed to all of the terms of this contract and of the Building Use Policy.

Renter signature: _____ Date: _____

FoSML Building Manager: _____ Date: _____

A copy of this completed Agreement will be provided for both FoSML and for the Renter.