

**ORONO PARKS AND RECREATION DEPARTMENT**  
**Birch Street Senior Center**  
**Rental Information and Agreement Form**

**I. Building Information**

- A. The building has approximately 73 chairs and 7 eight foot tables. Tables and chairs are available for use within the building and are not to be removed from the premises without permission.
- B. The main room measures approximately 30'x30'. The children's room measures approximately 10'x15'
- C. The kitchen is open and available at no extra charge.
- D. A cleaning closet with supplies necessary to return the building to its original condition is located in the entryway closet.
- E. Rental fees for the building are set at:  
**Main Room : \$20 per hour**  
**Youth Room : \$10 per hour**

**I. Building Rules & Code of Conduct**

- A. The Parks & Recreation Department along with the Orono Police Department reserves the right to close down any activity in violation of the building's rules and regulations. The group renting the facility will be held responsible for enforcing all rules and regulations.
  - B. The lessee will be responsible for signing out a set of keys for the building during office hours. The keys must be returned to the Orono Municipal Building. There is a drop box located outside the Municipal Building for key drop-offs outside of office hours. Keys returned later than 48 hours after the event will be subject to a late return fee.
  - C. Only the individual listed on the building rental form will be authorized to sign out building keys unless prior approval by the Director of Parks & Recreation has been given.
  - D. No duplicate keys are to be made.
  - E. The lessee is responsible for the activities held in the building during the time of rental. Under no circumstances should the lessee sublet the rented facility.
  - F. An adult representative of the group must be present at all times.
  - G. In the case of an event for minors, the lessee must be an adult and present the Department with a list of approved chaperones and telephone numbers at least 3 business days prior to the event. Failure to comply could result in the cancelation of the event.
  - H. The lessee is responsible for complying with all building codes:
- II. **Main Room: 48 people with tables and chairs 104 people without tables and chairs**
- III. **Youth Room: 29 people with tables and chairs 62 people without tables and chairs**

- A. **Smoking is not permitted in the building or on the premises.**
- B. **Alcohol is not permitted in the building or on the premises.**
- C. The heating system is preset. Please do not tamper with the thermostats.
- D. All regulations pertaining to the Orono Noise Ordinance are applicable.
- E. The lift is to be used only by people with special needs. It is not to be used to move equipment to the second floor. The lessee will pay for any damages to the lift due to improper use. If the lift malfunctions and someone is trapped in it, do not attempt to remove them. Call 911 for the Town of Orono Fire Department.
- F. Chairs and tables cannot cover or block access to identified means of egress.

**V. Fire Alarm System and Emergencies**

- A. Call 911 if the fire alarm goes off as this alarm system does not send a signal to fire department. Have all occupants leave the building and meet in the UCU lot.
- B. Do not try to reset the fire alarm.
- C. Do not touch or tamper with or cover any part of the fire alarm system. Tampering with any part of a fire alarm system is against the law.

- D. In the event of a building malfunction or mechanical failure contact the Orono Police and Fire Department at 866-4000.
- E. In the event of fire or medical emergency dial 911.

## VI. Decorations

- A. No nails, tacks, screws, staples, nor paint-damaging tape may be used on the walls or ceilings, nor may any other modifications be made to the building, its electrical system, carpeting, walls, furnishings, or surroundings.
- B. The use of theatrical smoke/fog/haze is prohibited as it will cause the fire alarm to go off.
- C. The use of open flames such as candles is prohibited. Candles for religious use are allowable only with prior approval of the Parks & Recreation Director and the Town of Orono Fire Department.
- D. The use of any form of pyrotechnics and flame effects are prohibited by both Town Ordinance and State of Maine Law
- E. The lessee will be billed for the fire department response if the fire alarm goes off due to the use of theatrical smoke/fog/haze, open flame, or any other prohibited actions.
- F. Natural decorations such as but not limited to hay, straw, birch bark, saw dust, wood shavings, natural cut trees, wreaths, and garland must have Orono Fire Department approval and meet all State of Maine Laws and Rules (i.e. treated with flame retardant).
- G. All fabrics that are to be hung or suspended must be treated with a flame retardant and be approved by Orono Fire Department and Parks & Recreation Director.
- H. No items of any kind can be attached to, hung from, rest on, or otherwise be supported by any part of the building's fire sprinkler system.
- I. Decorations cannot cover or block access to identified means of egress.

## VII. Kitchen Use

- A. Use of the kitchen is included in the rental. The lessee is responsible for cleaning the kitchen after use.
- B. Do not leave food in the fridge unless permission was received from the Orono Parks & Recreation Department.
- C. Use of deep fryers and similar devices is prohibited.
- D. The stove is to only be used for boiling water and warming food.

## VIII. Lease or Rental Rules

- A. Lessees are responsible for reserving enough time to set up tear down equipment before and after the event.
- B. A deposit equal to half the rental fee is due with the return of the signed rental agreement at least 2 weeks prior to the scheduled event to hold the reservation. Keys to the facility must be picked up 1 week prior to the event, with FULL payment required for pickup. If payment was made online, a copy of the invoice is required as proof of payment.
- C. Cancellations must be made 5 business days prior to the rental in order to receive refund of the deposit.
- D. The lessee must obtain any and all necessary permits required by Town, County, or State Agencies and demonstrate proof of said permits. **All lessees are responsible for providing their own liability insurance.** The lessee agrees to indemnify the lesser from any and all liability which may arise from use of the premises. The Department reserves the right to require the lessee to obtain general liability insurance with a company licensed to do business in the State of Maine.
- E. The lessee shall be responsible for any damages which result from the lessee's use of the premises.
- F. The lessee shall leave the premises in the condition they were prior to the event. The lessee will be billed for materials and labor to correct any damages as a result of non-compliance.

**Location:** 10 Birch St, Orono  
**Telephone #:** 866-6915



# Town of Orono Parks & Recreation

Birch St Senior Center

Name of Lessee: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address (If different than mailing): \_\_\_\_\_

Email Address: \_\_\_\_\_ Function/Event: \_\_\_\_\_

# of People Expected: \_\_\_\_\_ Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

**By signing below, the lessee agrees to all terms and regulations of the agreement on the previous page.**

\_\_\_\_\_  
Lessee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parks & Recreation Representative signature

\_\_\_\_\_  
Date

Special Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Use Only	
Account: \$ _____	MyRec Invoice #: _____
Deposit: \$ _____	Date Paid: _____
Balance: \$ _____	Date Paid: _____
Key#: _____	
Signed Out: _____	Returned: _____