



75 South Street, Suite 1
Gorham ME 04038
207-222-1630

INVOICE #

FACILITY USE AGREEMENT

ROBIE GYM

DATE DEPOSIT REFUNDED

name	
address	
Home phone _____	Work phone _____
Email _____	

Event Date	_____	Day	_____
Start time	_____	End time	_____
Total Hours	_____	Attendance	_____
Event Type	_____		
Rental hours include your set up time			

RENTAL	# Hours			
ROBIE GYM		42 South Street		

Rental fee: \$25 per hour / \$35 per hour nonresident

Building supervisor phone 831-6639

Notes:

\$250 Deposit
TOTAL

Payment Method

Payment Amount

BALANCE DUE

Please send one check for deposit , which will be held, and one check for rental fee.

I, the undersigned, being the responsible individual and /or representative of the above listed organization have read and agree to abide by the schedule of fees and rental conditions outlined in rental guidelines and rental agreement. Failure to abide by the terms of this agreement will result in the termination of agreement. I agree that there will be no nudity, underage drinking or other illegal activities, and any person under the age of 21 will be accompanied by a parent or guardian. I am responsible for all damage that may occur and understand I will forfeit my security deposit as a minimum of damages. I will give a 48 hours notice of cancellation or forfeit my security deposit. **A signed rental agreement, security deposit of \$50 and rental fee are required to hold date and time two weeks before the date of rental.**

Printed Name _____ Date _____

Signature _____

(Person signing Must be present for duration of time facility is rented)

**Please sign and return one copy of Rental Agreement to Gorham Recreation Dept.
Keep clean up guidelines and one copy of agreement for your records.**

Gorham



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Rental Guidelines for Use and Clean-up of Facilities

Robie Gym is restricted to no more than 75 persons.

Decorating: Do not attach anything to the walls or ceiling; use hooks provided. Completely remove ALL decorations when finished immediately following the event.

Alcohol is NOT permitted in the building or on the grounds. There is no smoking allowed in the building or on the grounds. There will be no exceptions.

Tables and Chairs: All tables and chairs in the should remain in the rooms where they are found. Please do not bring tables and chairs onto the gym floor.

Leaving the Facility: Remove all decorations. Bag and remove all trash from premises. Return tables and chairs to where they were found. Remove all personal property. We are not responsible for lost, stolen or damaged belongings. Sweep floors and vacuum rugs. In Robie Gym brooms, dustpans vacuum cleaner are located in basement room as labeled. Facility must be as clean, or cleaner, than you found it.

Gorham Recreation Department has no interest or control in any manner of the uses and activities conducted by the renter on the premises pursuant to this agreement. By its use and control of the premises, User agrees to assume premises liability for those portions of the premises used by the renter.

The user (s) of the facility agrees to hold Gorham Recreation Department, The Town of Gorham harmless for any and all loss, injury or damage to the premises caused by the User, its guests, or invitees, or to the personal property of persons or the User, its guests, and invitees, on the premises during the period of the User's use of the premises.

FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN THE FORFEITURE OF ALL OR PART OF YOUR DEPOSIT. If the building is NOT cleaned to the satisfaction of the Gorham Recreation Department, the security deposit will be forfeited. **Security Deposit** will be refunded within 60 days after the inspection, if premises are left in clean, orderly condition with no loss or damages.