

TOWN OF GOULDSBORO

COMMUNITY CENTER/GYM AND PROSPECT HARBOR COMMUNITY CENTER FEES AND REGULATIONS

1. The Gouldsboro Community Center/Gym and Prospect Harbor Community Center can be reserved only through the Town Office.
2. Reservations are accepted in the following order of priority:
 - Municipal activities sponsored by the Gouldsboro municipal boards and committees have the next priority.
 - All other reservations are accepted on a first-come, first-served basis.
3. The Board of Selectmen or Town Manager reserves the right to approve or reject any request for use.
4. Individuals or organizations reserving the building are responsible for any damage incurred during their use of the premises. Signature of the application indicates acceptance of these liabilities.
5. If applicants wish to attach equipment, decorations or any other materials to the floor, walls or ceilings, it must be stated in the application and signed permission must be obtained from the custodian. Any damage incurred will be the responsibility of the applicant. In particular, masking tape cannot be used on the floor.
6. No open flame fires are permitted. All flammable materials must be approved by the Fire Chief or his deputy.
7. If alcoholic beverages are to be used or served on the premises, a constable must be on duty at all times, a proof of liability insurance must be attached to the application (applicant must obtain and pay for liability insurance listing them as the insured and the Town of Gouldsboro as additionally insured) and a BYOB permit must be obtained from the Maine Bureau of Liquor Enforcement, if required.
8. Smoking is prohibited in or within twenty-five feet (25') of either building.
9. All exit lights must be on while the building is being used. All exits must be kept clear and free from obstruction. The parking lot lights must be on after dark.
10. It is the responsibility of the individuals or organizations reserving the building to ensure that the following are completed after each function:
 - All lights are turned off.
 - Front and back doors are closed and locked.
 - Inside doors leading to the main floor are closed.
 - Building is satisfactorily cleaned after each event.
 - Both thermostats (kitchen and gymnasium) are to be set at 60 degrees.
11. All keys are to be picked up at the Town Office before the close of business on the last working day before the event and are to be returned by 8:30am of the next working day.
12. Rental of either building is \$100 plus \$25 for kitchen usage and a refundable \$100 cleaning/repair fee, which is returned if the building is left clean, in good condition and the key is returned.
13. Rental for either building for private or public youth events is \$25 and a refundable \$100 cleaning/repair fee, which is returned if the building is left clean, in good condition and the key is returned.
14. The Board of Selectmen or Town Manager may approve a waiver of the rent, the kitchen charge, and/or the cleaning fee for residents and resident non-profit groups holding benefit functions where the fee would cause a hardship or substantially reduce the proceeds available for the benefit.

15. Liability insurance is required by anyone or any organization that rents either building. A Certificate of Insurance will be required, which is to state the Certificate Holder as the Town of Gouldsboro. The level of insurance is to be not less than the following:
 - Comprehensive General Liability: \$400,000 per occurrence for actions under the provisions of the Maine Tort Claims Act
 - 1,000,000 per occurrence for actions outside the Maine Tort Claims Act for covered claims, which may arise from the user's negligent action or in action.

If applicable:

Automobile Liability:

\$200,000 per person;

\$500,000 per occurrence for bodily injury

\$20,000 per occurrence for property damage.

As required by Federal and State Workers' Compensation and occupational disease statutes.

Employers Liability Coverage:

\$100,000

16. The town shall indemnify and hold harmless the user its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the town, its officers, agents, and employees. The user shall indemnify and hold harmless the town and its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the user, its officers, agents and employees.

The obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the user, its officers, agents or employees, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA section 8101 et seq. or any other privileges or immunities as may be provided by law.

In case a claim, action or proceeding is commenced against the Lessor arising out of the negligent action or inaction of the Lessee which arises out of the use of the premises and that is a covered claim under the Lessee's coverage, Lessor may give written notice of the same to the Lessee and thereafter Lessee will notify it's carrier and cooperate in the investigation and appropriate disposition of the claim protecting the Lessor as agreed from negligent action or inaction of the Lessee.

Lessor shall be responsible for claims and damages arising from their negligent action or inaction with regard to their handling or use of the machinery or equipment. Lessor shall be responsible for claims and damages arising from their negligent action or inaction resulting from defects in or inefficiency of equipment hereby leased.

This Lease shall be governed by and construed under the Laws of the State of Maine.

POLICY APPROVAL

- New
- Renewed
- Amended

Approval By:

<input checked="" type="checkbox"/> Dana Rice	<input type="checkbox"/> Not present	<input type="checkbox"/> Opposed
<input checked="" type="checkbox"/> William Thayer	<input type="checkbox"/> Not present	<input type="checkbox"/> Opposed
<input checked="" type="checkbox"/> Susan Bagley	<input type="checkbox"/> Not present	<input type="checkbox"/> Opposed
<input checked="" type="checkbox"/> James McLean	<input type="checkbox"/> Not present	<input type="checkbox"/> Opposed
<input checked="" type="checkbox"/> James Watson	<input type="checkbox"/> Not present	<input type="checkbox"/> Opposed

Approval Date: *January 31, 2013*

Certified: *Yvonne P. Wilkinson*
Yvonne P. Wilkinson, Town Clerk

**TOWN OF GOULDSBORO
COMMUNITY CENTER/PHWC BUILDING
RENTAL AGREEMENT**

Name of Individual or Group: _____

Address: _____

Responsible Person: _____

Telephone: Work _____ Home _____

Dates and Times Required: (Must be completed)

Starting date _____ Ending date _____

Starting time _____ Ending time _____

Type of Event:

Volleyball _____ Basketball _____ Soccer _____

Baseball _____ Gymnastics _____ Beano _____

Meeting _____

Dance (specify if for profit) _____

Supper (specify if for profit) _____

Other (specify if for profit) _____

We wish to attach the following equipment, decorations, other materials to the floor/walls/ceiling:

Constable's name (if required) _____

Custodian's signature (if required) _____

Fees to be charged:

Rental: _____

Kitchen Fee: _____

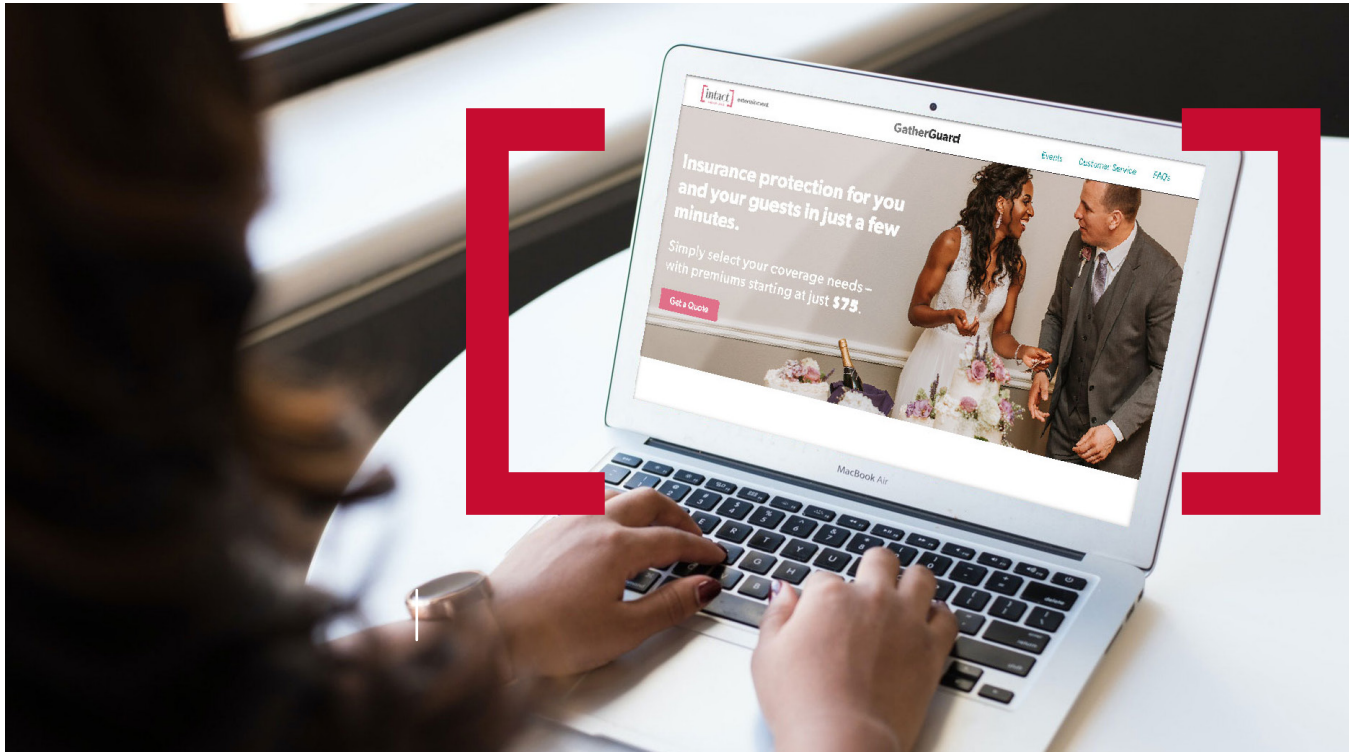
Deposit: _____

Type of Payment: Check _____ Cash _____

I have read the attached rules/policy and regulations pertaining to the rental of the Community Center and agree to follow them. I fully understand that I am responsible for any damage incurred during the dates and times listed above.

Signature of Applicant _____ Date _____

Signature of Town Official _____ Date _____



Intact Entertainment

GatherGuard Purchasing Instructions

Special events, whether a wedding reception or a professional seminar, involve considerable coordination between host and event staff. But despite careful planning the unexpected may occur—exposing the host to potential liability for bodily injury or property damage. Intact Entertainment can help with GatherGuard—a general liability insurance program that provides low-cost coverage for special events.

Purchasing Instructions:

GatherGuard is accessible through two easy methods:

Tip: Internet Explorer is not supported, for the best experience, please use the Chrome, Safari or Firefox browsers

Venue ID Codes

- Visit our website at gatherguard.com
- Select Get a Quote and answer a few questions about your event
- Where prompted, enter the applicable venue ID code provided by your venue, or search for your venue
- Complete the application and purchase coverage

Direct Referral Link

- Visit the website provided by the venue containing the referral link
- Click the referral link
- Complete the application and purchase coverage

You can verify the additional insured information before completing your purchase by using the “Preview my certificate language” link found at the righthand side of the application. Once the application has been completed, and credit card payment confirmed, you will receive an email with a full copy of your policy and certificate of liability insurance.

Purchasing tip: Purchase your coverage several days in advance of your event to leave time for any changes that may need to be made.

Sample Policy

You can view a sample policy at any time. Simply click “View Sample Policy” located at the bottom of our website homepage or on each page of the quote/purchasing process.

Contact Us

Customer Service is available to assist with questions at **844-747-6240**, Monday through Friday from **8:00 a.m. to 8:00 p.m.** Eastern Time.

About Intact Insurance Specialty Solutions

Throughout the United States, Intact Insurance Specialty Solutions’ underwriting companies offer a broad range of specialty insurance products through independent agencies, regional and national brokers, wholesalers and managing general agencies. Each business is managed by an experienced team of specialty insurance professionals focused on a specific customer group or industry segment, and providing distinct products and tailored coverages and services. Targeted solutions include group accident and health; commercial and contract surety; entertainment; environmental; excess property; financial institutions; financial services; inland marine; management liability; ocean marine; technology; and tuition refund. For further information about U.S. products and services visit: intactspecialty.com.

Intact Insurance Specialty Solutions is a marketing brand for the insurance company subsidiaries of Intact Insurance Group USA LLC, a member of Intact Financial Corporation (TSX: IFC), the largest provider of property and casualty insurance in Canada, a leading provider of global specialty insurance, and, with RSA, a leader in the U.K. and Ireland. The insurance company subsidiaries of Intact Insurance Group USA LLC include Atlantic Specialty Insurance Company, a New York insurer, Homeland Insurance Company of New York, a New York insurer, Homeland Insurance Company of Delaware, a Delaware insurer, OBI America Insurance Company, a Pennsylvania insurer, OBI National Insurance Company, a Pennsylvania insurer, and The Guarantee Company of North America USA, a Michigan insurer. Each of these insurers maintains its principal place of business at 605 Highway 169 N, Plymouth, MN 55441, except The Guarantee Company of North America USA, which is located at One Towne Square, Southfield, MI 48076. For information about Intact Financial Corporation, visit: intactfc.com.