

## Facility Rentals Guidelines and Policies

### General Renting Policies

First priority goes to Penobscot School language courses and cultural events.

Rooms are reserved on a first come, first served basis.

All room reservation requests must be received at least two weeks in advance

The Renter shall not charge admission fees at the door and may not sell or offer for sale goods or services in the school without the prior permission of the Executive Director.

### Rental Rates

	Half day (4 hours)	Full day (8 hours)
Classroom	\$100.00	\$150.00
Kitchen	\$100.00	\$150.00
Library	\$75.00	\$100.00

A 10% discount will be applied for the rental of two rooms simultaneously.

A 15% discount will be applied for the rental of three rooms simultaneously.

Rent is payable at least seven (7) days prior to the rental period.

Refunds are not issued for unused hours.

If the Renter cancels within twenty four (24) hours of the planned event the rent payment will not be refunded.

In the event of a cancellation by Penobscot School a full refund will be issued.

### Deposit Requirements

A deposit equal to 100% of total cost of rental will be required to ensure proper care is taken with respect to the room and equipment. In the event there are no violations of the rental policy, damage to the facilities and equipment, or excessive cleaning required the deposit will be refunded within one week after the event.

The deposit must be submitted, along with the completed Renter's Agreement, at least fourteen (14) days prior to the event.

In the event of a cancellation the deposit will be refunded to the Renter.

### Room Set-Up

Maximum Capacity: 40 persons

The tables and chairs in the classroom are permanent to that room, but may be arranged to suit the Renter's reasonable needs.

### Audio-Visual Equipment

Use of the classroom entitles the Renter to use the classroom projector and screen in the room.

The classroom comes equipped with a white board. The School will provide approved writing instruments for the white board and Renters will be billed for damage caused by use of unauthorized pens and markers.

Renters should bring their own supplies (with the exception of markers for the white board).

### **Decorations**

Prior approval is required before any materials, decorations or paper can be affixed to the walls, furniture, lighting, or fixtures.

The only approved tape is blue painter's tape.

Confetti, rice, and glitter are prohibited.

Use of candles or other flammable material is prohibited.

### **Parking**

Limited parking is available in the School parking area. Additional parking is available on the street on the side opposite the school. Parking is prohibited on the School side of the street.

### **Cleaning & Damage.**

Rooms must be left in the same condition as they were found. Additional fees will apply if extra cleanup is needed.

Renter shall be responsible for all equipment in the room, cleaning up, and for any damage to the facility, including theft, breakage, staining, or other damage.

Kitchen: Shall be cleaned after cooking. All dishes and cookware shall be cleaned after used and left to dry, then to be put up in proper areas.

Dishwasher: If used, dishes shall be rinsed off before putting in and when full needs to be turned on. When dishes are dry they need to be put back up and dishwasher drained.

Chairs, tables, or other equipment shall not be removed from the building.

### **Alcohol Policy**

There shall be no alcohol served, sold or consumed in the School without the prior consent of Executive Director. Such permission may be granted only if the Renter obtains all required permits or other authorizations, and if the Renter's caterer obtains insurance satisfactory to Penobscot School.

Events open to the general public or private events that charge for alcohol served must adhere to Maine State rules and regulations and provide a copy of the single event permit with final payment.

Privately hosted events, which are closed to the public and do not charge for alcohol or admission, do not need a permit.

Alcohol may only be consumed by those 21 years of age and older, and only in a responsible manner.

### **Smoking**

Penobscot School is a smoke free facility. Smoking is not permitted inside the building or on the grounds.

Penobscot School is a scent free space and we request that all event holders and guests refrain from using personal scents or materials that cause an odor or chemical release.

### **Personal Belongings**

Equipment, supplies, or other products belonging to private groups may not be stored in the facility or on the School grounds prior to or after the rental. Penobscot School assumes no responsibility for personal belongings.

### **Pets**

No pets are allowed in the building with the exception of service animals.

### **Damages**

The Renter shall fully indemnify Penobscot School for any and all damage to or loss of the rented property and any accessories or related equipment during the rental term whether caused by fire, theft, flood, vandalism, or any other cause, except that which shall be determined to have been caused by a fault or deficiency of the rented property, accessories, or equipment.

The renter shall provide a copy of their liability insurance policy with Penobscot School named for the period during which the school will be rented. This shall be provided at least three days prior to use.

### **Disclaimer**

Penobscot School does not endorse any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods or services which may be the subject of meetings.

### **Penobscot School's Rights**

Penobscot School shall have the right to cancel a reservation prior to use and will return the rental fee and deposit.

Penobscot School reserves the right to make additional conditions for use prior to approval of a room use application.

### **Dispute Resolution**

In the event that a dispute arises hereunder, it shall be resolved through binding arbitration in accordance with the Arbitration Rules of the American Arbitration Association currently in effect. The demand for arbitration shall be filed with the American Arbitration Association.

Prior to filing the demand for arbitration, the parties shall engage in Mediation, with the parties agreeing to enter into good faith negotiations through a neutral mediator in order to attempt to resolve their differences. In the event that the parties are unable to resolve their differences through mediation, the matter shall be resolved by arbitration pursuant to this paragraph. The parties agree that each shall abide and perform any award rendered pursuant to this agreement and that the decision

of the Arbitrator in the referenced cause shall be conclusive and enforceable by a Maine court pursuant to 14 M.R.S.A. ' 5927, et seq. This agreement shall be governed by, construed, enforced according to the laws of the State of Maine.

In the event of any litigation or arbitration proceeding brought as a result of any dispute arising under this agreement, the prevailing party shall be entitled to receive as a part of any award or judgment, its attorneys' fees, costs, expert witness fees and interest according to law.