

**COMMUNITY HOUSE RENTAL AGREEMENT**  
**Conditions for Community House Rental**

**Community House Use**

In accord with the Town of Yarmouth policy for the use of public property and buildings, the Cousins Island Community House is for use by individuals, local service clubs and agencies, civic, non-profit groups and for social, training, education or charitable purposes consistent with the mission of the Town of Yarmouth and the purposes of the Cousins Littlejohn Island Improvement Association (CLIIA) to maintain a healthy, quiet, and peaceful residential island living environment for the benefit of residents.

**Insurance**

The renter shall carry general liability insurance during the period of property use. Unless waived in writing by the CLIIA, the renter shall provide a certificate of insurance with the CLIIA and the Town of Yarmouth as additional insured's. The Town of Yarmouth and the CLIIA membership shall be held harmless if a claim event should occur.

**Pedestrian and traffic circulation**

Safe pedestrian circulation shall be maintained at all times. Outdoor activities shall not block the sidewalk and shall not place individuals in conflict with vehicles. The requested use shall not interfere with vehicular traffic circulation on the streets bordering the Community House property.

**Parking**

Limited parking is available on the shoulders of Cousins Street. No parking is allowed on the lawns of the Community House property and on Talbot Road. No long-term parking is allowed on the loop drive. Emergency vehicle access to the front porch and ramp entry shall be maintained during the rental period.

**Smoking**

Smoking is prohibited inside the Community House.

**Beverages**

No alcoholic beverages shall be served without proper liability coverage. If alcohol is to be offered to others, the renter shall provide [to the CLIIA] a certificate of insurance to include a liquor liability insurance policy or rider, [or require such a policy of a licensed caterer], with the CLIIA and the Town of Yarmouth as additional insured's. The consumption of alcohol for those under 21 years old is strictly prohibited.

**Bathroom Facilities**

The septic system/leach field that services the Community House is old and will malfunction with over use of the bathroom facilities. An event with 25 or more people lasting 3 or more hours will require rental of a Porta-Potty by the renter. For more information contact Blow Brothers at 1-800-427-6889 for Porta-Potty rental information and fees.

**Other general use guidelines**

The renter may set up and decorate the day or evening before if the Community House is available. The premises should be vacated by 12 midnight. Respect the rights of neighbors and others living on the island. No decorations shall be placed or installed in violation of any applicable fire or safety codes or regulations of the State of Maine or Town of Yarmouth.

**Clean-up**

Following use of the building and grounds, the renter is responsible for cleaning, sweeping, washing and restoring the facility to its original condition as found. For example, chairs and tables should be folded and replaced to the closet, cleaned dishes and utensils placed in drawers and cabinets, floor swept or mopped if needed, remove rubbish and return container, sinks and stove cleaned, grounds picked up, lights off, door locked, key returned, etc. If a long-term rental has been secured, other renters [using the building during the

same time period - evenings or weekends] should find the facility cleaned and ready for their use. They in turn should clean the facility after their interim use.

**Rental rates**

Those using the Community House shall be charged the following rate per event based on the number of people attending:

1-25 people:	\$50.00
26-50 people:	\$100.00
51-70 people (maximum number allowed):	\$200.00

An additional \$100.00 shall be provided to the Rental Coordinator as a security deposit and will be refunded at the end of the rental period when the cleanliness of the facility has been approved by the Rental Coordinator.

**Contact, payment and keys**

Community House rentals must be coordinated with the person designated as the Rental Coordinator [XXXXXXXXXXXXXXXXXXXX [Brenda Kern, 207-846-3054], and all usages must be added to the official Community House Calendar. Rental payment and deposit shall be received before the rental period begins. Keys to the Community House shall be obtained from the Rental Coordinator. **Ara and Marcia Dedekian (617) 620-8227**

**Agreement**

The undersigned, having made application for rental of the Community House and having been accepted as a qualifying use, shall abide by the conditions above. If a problem or violation should occur, it shall be brought to the attention of the CLIIA Board for determination of the appropriate response. No rental is allowed without a signed copy of this agreement.

**Signatures**

Applicant/User:

Name \_\_\_\_\_ Date \_\_\_\_\_

Date[s] and time of use \_\_\_\_\_

Purpose of use \_\_\_\_\_

Address and contact information: \_\_: \_\_\_\_\_

\_\_\_\_\_

Representative for the CLIIA:

\_\_\_\_\_ Date \_\_\_\_\_

**Notes**

- If building function problems should occur [electrical failure, sewage backup, plumbing issues, structural deterioration, etc.] call Mike Gentile, Bldg and Grounds Superintendent for the Community House at 846-3038.
- Community House equipment and facilities include: bathroom; kitchen: hot and cold water [turned off in kitchen during colder months], refrigerator, stove with oven, microwave, coffee maker, some utensils, some paper supplies; function room: tables, folding chairs, gas heating unit, screens for windows.
- The renter should supply cooking pots, plates, utensils, cups [inspect facility prior to event].

- The rental income is used by the CLIIA for minor building repairs, maintenance of the grounds, upkeep of the kitchen and bathroom, appliance service, website service, island newsletter and signs, etc.
- The Community House can be opened for bathroom access during summer Sunday services at Cousins Island Chapel at no charge and the Yarmouth Historical Society may hold its annual summer event (3<sup>rd</sup> Monday night in August) with no associated fee.
- If chairs and/or tables are borrowed for functions away from the Community House property, a fee of \$25.00 will be charged and a deposit of \$100.00 must be left to assure the return of furniture in original condition. The deposit will be returned following inspection by the Coordinator.
- The attendance capacity of the Community House is 70 individuals.