

Eliot Community Service Department • 11 Dixon Road, Eliot, Maine 03903 • 207-451-9334
Facility Rental Policies and Procedures- Revised 11/11/04

Policy 1. – General Provisions

- 1.1** The following shall apply to the rental of all facilities under the management of the Community Service Department unless otherwise noted under the policies of a specific facility.
- A.** The Community Service Department oversees facility rentals.
 - B.** Pavilion reservations and facility reservations are made through the Community Service Department.
 - C.** Anyone under the age of 18 years shall not be eligible to enter into a facility rental agreement.
 - D.** A Resident is defined as an organization or individual that claims the Town of Eliot, Maine as its principle place of residency.
 - E.** A Town Employee, defined as an individual employed part-time or full-time, qualifies for the resident rental rate.
 - F.** Proof of residency is required in order to receive the resident rental rate. A driver's license or photograph identification with current address are the only two forms of accepted proof of residency.
 - G.** MSAD 35 organizations are allowed one free rental (one time slot) per year. Free pavilion rentals are to be scheduled on Mondays and Tuesdays, as they are available. All other days of the week will require full payment.
 - H.** Payment of rental fee(s) must be made when a municipal employee approves and signs the Facility Rental Contract.
 - I.** Phone reservations will be not be accepted.
 - J.** A "FACILITY RENTAL CONTRACT" must be completed and signed when making the reservation.
 - 1.** One copy will go to the renter, which will serve as proof of reservation
 - 2.** One copy is for the reservation binder
 - 3.** One copy will go to park maintenance personnel
 - K.** There is no sub-letting of rented time.
 - L.** Full refunds shall be granted up to sixty-days (60) of the date, or first in a series of dates, of a facility reservation. If the Department is able to rent the facility after receiving notice of a cancellation fifty-nine-days (59) or closer to a reservation, a refund in the amount of one-half the rental fee shall be refunded. Refunds will not be granted for reservations that are cancelled because of inclement weather.
 - M.** All special circumstances regarding park rentals (extended hours, additional equipment, variance or waiver in rental fees, etc.) will be referred to the Community Service Director for approval.
 - N.** A league or athletic club not sponsored by the Town of Eliot or M.S.A.D. #35 must provide a certificate of insurance equivalent to or greater than that of the Town of Eliot's liability insurance policy.
 - O.** A replacement or repair fee will be assessed for all damage occurring to structures, courts, fields or equipment during rental period. An itemized bill will be issued by the Community Service Department and no rental or program registration will be permitted until full payment has been received.
 - P.** A cleaning charge of \$25.00 shall be assessed for a facility that is not returned to its original condition. All trash must be disposed of in appropriate receptacles and equipment returned to its original location. An itemized bill will be issued by the Community Service Department and no rental or program registration will be permitted until full payment has been received
 - Q.** Facilities will be inspected and an inventory/condition checklist completed before and after each rental by a municipal employee. A fee shall be assessed at the discretion of the Community Service Director and/or Board of Selectmen if the inspection reveals damage or unclean conditions.
 - R.** The entity renting or using the facility must be clear of the site by the end of the reserved time. This includes restoring the facility to its original condition; i.e. picnic tables, benches, trash receptacles, etc.
 - S.** The entity renting or using the facility, whether on a daily or seasonal basis, may not make any permanent changes or additions to the existing structures, fields, courts, park as a whole or equipment without the prior written permission of the Community Service Director and/or Board of Selectmen.
 - T.** There is to be no drinking of alcoholic beverages or liquor on municipal property. Misconduct of patrons believed to be under the influence of a chemical substance will not be tolerated.
 - U.** There is to be no parking on playing fields or lawns. A variance may be issued under the discretion of the Director of the Community Service Department, with a written agreement. An additional fee may be assessed.
 - V.** The entity renting or using the facility shall abide by all established rules, policies and provisions of said facility and the Town Government of Eliot, Maine. Violation of stated rules, regulations, policies and provisions shall result in the removal of the offending individual(s) and may result in the cancellation of the remainder of all reservation time(s) with no refund of paid fees.
 - W.** The Board of Selectmen can amend or waive any component of these policies as necessary.