

Room Reservation Agreement

Event Room Rental

I would like to reserve the Lubec Community Outreach Center (LCOC) _____ room(s) for:

Name / Group: _____	Event or activity: _____
Date(s): _____	Approx. # of people: _____
Start time: _____	End time: _____

Room(s): \$25 donation per 4 hours per room

Rooms: _____ # Hours: _____

I understand that:

- Reservations are not final until the center approves the application.
- LCOC trainings and events take precedence and may be relocated to a different room if needed.
- LCOC recycles and will ensure any paper, plastic, and metal are recycled in their respective bins.
- The facility and grounds prohibit the use of smoking/inhaling or consuming any nicotine, marijuana, alcohol, or illicit drugs.
- I am responsible for any set up of tables/furniture moving and will return space to its original state.
- I am responsible to ensure the facility remain clean and tidy and will clean any clutter or food particles that is created by my organization and that I will be charged a cleaning fee if room(s)/facility is not cleaned.
- I will be held financially responsible for any damages made to facilities, appliances, furniture, and equipment.
- I will be held responsible for the behavior of the group/organization's membership and its guests.
- My organization may be provided a key and/or security code and is responsible for ensuring the safety and secrecy of the key/code, will set alarm if my organization is the final person/group leaving the building and will not share key or code with any other organization/person without prior approval of the LCOC Director.
- I understand that a \$50 cleaning deposit will be required and will be returned within 10 business days pending room inspection.
- I will ensure that persons within my group will comply with current Maine CDC COVID-19 guidelines:

I hereby enter into this agreement with the Lubec Community Outreach Center for the use of the above listed room(s), having fully read and understood all guidelines governing the agreement. I understand that the LCOC Director may cancel our use of the event supplies if I do not comply with the user agreement.

Printed Name	Signature/Date	
Address, City, State, Zip Code		
Phone	Email	
Date received	Date approved	Signature

Event Supplies Reservation Agreement

Event supplies rental- Off site

Name: _____

Event or activity: _____

Date(s): _____

Pick-up time: _____

Return time: _____

Per day rental donation:

Chairs (50 Max) \$1 each: _____ number of chairs

Chair rental deposit: \$15

Table 5ft (10 max) \$10 each: _____ number of tables

Table rental deposit: \$20

Canopy 10x10 (2 max) \$15 each: _____ number of canopies

Canopy rental deposit: \$25

Tent 10x10 (2 max) \$20 each: _____ number of tents

Tent 10x10 rental deposit: \$30

Tent 10x30 (1 max) \$60: _____

Tent 10X30 rental deposit: \$50

I understand that:

- Reservations are not final until the center approves the application.
- All event supplies must be returned cleaned and are not damaged and will be charged a cleaning and/or damage fee if supplies are not cleaned or are returned damaged at the following rate:
 - Cleaning fee: \$50
 - Damage Fee: \$25 per chair
 \$40 per table
 \$100 per canopy
 \$175 per 10x10 tent
 \$500 10X30 tent
- I understand that a rental deposit will be required based upon rental needs and will be returned within 10 business days pending equipment inspection.
- I understand that I must pick up and return all event supplies on the agreed upon rental day(s).

I hereby enter into this agreement with the Lubec Community Outreach Center for the use of the above listed event supplies, having fully read and understood all guidelines governing the agreement. I understand that the LCOC Director may cancel our use of the event supplies if I do not comply with the user agreement.

Printed Name

Signature/Date

Address, City, State, Zip Code

Phone

Email

Date received

Date approved

Signature