

COMMUNITY CENTER RENTAL SPACE

Please check the facility you wish to rent and see following page for prices.

East End Community Center ~ 773-8222

195 North Street, Portland, ME 04101

Peaks Island Community Center ~ 766-2970

Island Avenue, Portland, ME 04108

Reiche Community Center ~ 874-8873

166 Brackett Street, Portland, ME 04102

Reiche Community Center Pool ~ 874-8874

166 Brackett Street, Portland, ME 04102

Riverton Community Center ~ 874-8455

1600 Forest Avenue, Portland, ME 04103

Riverton Community Center Pool ~ 874-8456

1600 Forest Avenue, Portland, ME 04103

Rowe Elementary School ~ 808-5400

23 Orono Road, Portland, ME 04102

Kiwanis Community Pool ~ 772-4708

156 Douglas Street, Portland, ME 04102

Name of Organization: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____ Phone: _____

Date(s) Requested:

(Include day of the week and date, example: Saturday, Nov. 29, 2018)

Time(s) Requested:

(Include set-up & clean-up time, example: 12pm-3pm/ Actual Event 1pm-2pm)

Estimated Number of Guests in Attendance (Please check one):

_____ 5 - 20 _____ 21 - 40 _____ 41 - 60 _____ 61 - 100 _____ 101 - 120 _____ 121 - 150 _____ 151 - 200

Pool Rental Only - Average Age of Participants (Please check one):

_____ 6 years or under _____ 7 - 12 years _____ 13 - 17 years _____ 18 years & older

Rental Information

Community Space Requested (i.e. gym, large room, pool, etc.): _____

Type of Function (i.e. birthday, company party, etc.) : _____

Please list any special needs your function may have (i.e. tables, chairs, etc.): _____

Please read and initial each statement below:

_____ I understand that my organization/group will be responsible for any damages or theft that occurs during said event.

_____ I will ensure that the rental space has been picked up and returned to the way it was prior to the event.

_____ I understand that smoking or use of alcohol is not permitted in the Community Center.

_____ I have obtained, read, and agree to abide by the facilities rules and regulations.

_____ ** I have provided proof of insurance (if applicable).

I understand that the use of facilities equipment is limited to the following (initial each):

_____ Tables _____ Chairs _____ Aqua Noodles

_____ Other (please list): _____

INSURANCE CERTIFICATES INFORMATION

Fax or email at least 14 days in advance to 207-808-5400 or nc@portlandmaine.gov

Will your event require liability insurance? (circle one): YES NO

**If you answered yes, please have "City of Portland, Maine" listed as additional insurance for a minimum of \$400,000.00

FEE SCHEDULES

- 1.) Rentals outside of normal Recreation Program times will be charged and additional staffing fee.
- 2.) Custodial fees may be applied for weekend rentals @ Peaks Island, Reiche, Riverton, & East End Community Centers & Pools.
- 3.) Rentals over \$100 will require a security deposit of 50% of the total cost of the rental. The room(s) rented will be checked following your event and if the space is clean and conditions for use adhered to, your security deposit will be returned to you. If the conditions of use are not adhered to your security deposit will be forfeited.

I understand the terms and conditions of this rental:

Print Name: _____ Date: _____

Signature: _____ Date: _____

RENTAL FEES

Circle each rental cost needed and tally total amount due.

	GYM RENTAL FOR NON-PROFIT GROUPS		GYM RENTAL FOR PROFIT GROUPS	
	Resident Cost Per Hour	Non-Resident Cost Per Hour	Resident Cost Per Hour	Non-Resident Cost Per Hour
East End Gym.....	\$50.00	\$55.00	\$80.00	\$85.00
Riverton Gym	\$50.00	\$55.00	\$80.00	\$85.00
Reiche Gym.....	\$50.00	\$55.00	\$80.00	\$85.00
Rowe Elementary.....	\$50.00	\$55.00	\$80.00	\$85.00
Peaks Island.....	N/A	N/A	N/A	N/A

	YOUTH GROUP GYM RENTAL		COMMUNITY CENTER ROOM RENTAL	
	Resident Cost Per Hour	Non-Resident Cost Per Hour	Cafeteria/Large Room Per Hour	Community/Small Room Per Hour
East End Gym/Community Center.....	\$25.00	\$30.00	\$50.00	\$30.00
Riverton Gym/Community Center.....	\$25.00	\$30.00	\$50.00	\$30.00
Reiche Gym/Community Center.....	\$25.00	\$30.00	\$50.00	\$30.00
Rowe Elementary.....	\$25.00	\$30.00	\$50.00	\$30.00
Peaks Island.....	N/A	N/A	\$50.00	N/A

COMMUNITY POOL RENTAL (up to 20 people, for every 20 people one lifeguard is required)			
	Resident Cost Per Hour	Non-Resident Cost Per Hour	Additional Lifeguard Per Hour
Kiwanis.....	\$85.00	\$95.00	\$25.00
Riverton Pool	\$85.00	\$95.00	\$25.00
Reiche Pool.....	\$85.00	\$95.00	\$25.00

	STAFFING FEES	
	Resident Cost	Non-Resident Cost
Recreation Staff Per Hour.....	\$25.00	\$25.00
Custodial Call Back	\$81.00	\$81.00

Gym, Pool, or Room Rental Total Per Hour: \$ _____ Hours Needed: _____ (Multiply Rental Per Hour x Hours Needed) = \$ _____

Recreation Staff or Lifeguard Total Per Hour: \$ _____ Hours Needed: _____ (Multiply Staff Per Hour x Hours Needed) = \$ _____

Add amounts above to get TOTAL AMOUNT DUE: \$ _____

**NOTE: If TOTAL AMOUNT DUE is over \$100.00 a security deposit is required when reserving space.

Your security deposit is 50% of your TOTAL AMOUNT DUE. **

SECURITY DEPOSIT DUE: \$ _____

PAYMENT OPTIONS:

(Please choose one.)

Payment is expected in FULL at the time of registration. Your rental will not be reserved until payment information is received. Please return form at least 14 days in advance to 212 Canco Road, Suite A, Portland, ME 04103 or email to recreation@portlandmaine.gov

1.) Make a check payable to "City of Portland"

Please make out any and all security deposit checks separate from permit fees.

2.) Credit/Debit Card (Visa, Mastercard, American Express, or Discover):

Credit cards will only be charged for security deposit(s) as needed.

Credit Card #: _____ Exp. Date: _____ / _____ CVV#: _____

Name on Card: _____ Phone: _____ Email: _____

Address for Card: _____ State: _____ Zipcode: _____

RELEASE & HOLD HARMLESS AGREEMENT

I/We fully understand that the City of Portland, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to my/our person or property occurring during or arising out of the rental or use of the above named community center ("Center"). To the fullest extent permitted by law, I/We do hereby agree to assume all risk in injury, harm or damage to my/our person or property (including but not limited to all risk of injury, harm or damage to my/our property caused by the negligence of the City of Portland, its agents, officers or employees) arising during or in connection with the said rental or use of Center. I/We hereby release and agree to indemnify and hold harmless the City of Portland, its agents, officers and employees from any and all liability, actions, damages and claims of any kind and nature whatsoever (including but not limited to liability actions, damages and claims caused by or arising from the negligence of the City of Portland, its agents, officers or employees) for injury, harm or damages to my/our person or property that may arise or occur during or in connection with my/our rental or use of Center.

Print Name: _____ Date: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Space Requested: _____ Date Requested: _____ Time Requested: _____

Staff Fees Amount Due: \$ _____

Rental Fees Amount Due: \$ _____

Security Deposit Amount Due: \$ _____

Custodial Fees Amount Due: \$ _____

TOTAL AMOUNT DUE: \$ _____

Date Application was Received: _____ Total Fee Amount Received: \$ _____ Security Deposit Received: \$ _____

Payment Type

Visa: \$ _____ MC: \$ _____ Discover: \$ _____ Amex: \$ _____ Check: \$ _____ Cash: \$ _____

Confirmation: _____ Emailed: _____ Mailed: _____

Comments: _____

Approved by: _____ Date: _____