

Town of Sebago

Use of the Town Hall/Recreation Center

BE IT ORDERED BY THE BOARD OF SELECTMEN OF THE TOWN OF SEBAGO,
MAINE:

That the Policy to Regulate the Use of the Town Hall/Recreation Center be adopted as presented.

Purpose

The Town of Sebago recognizes that the Town Hall is a substantial community asset. To maximize the use of the Hall, a strict scheduling process, fee structure, and rules for use have been developed.

Priority of Use

1. Municipal functions (Town Meetings, public hearings, elections, and other municipal functions.)
2. Town Recreation Programs
3. Groups using the Hall on a long-term basis or for annual events as long as the agreements are signed a minimum of two months prior to the date of the event. The Recreation Director is authorized to obtain signed agreements up to a year in advance of the event in order to ensure the availability of the Hall for a particular date.
4. All other groups on a first-come, first-served basis.

Fees for Use

1. \$150 per day for Sebago residents and property owners, \$150 deposit, Additional fees for parking attendant may be required.
2. \$300 per day for non-residents plus \$300 deposit.
3. \$10 per hour hourly use of the Hall, one to five times per week for a period of more than four weeks.
4. Deposits paid to the Town shall be refunded no less than five days of the event if inspection of premises reveals no damage to or need for extra janitorial service for the facility. Reservation fees paid to the Town are non-refundable, unless approved by the Board of Selectmen. A check list is provided with this form of items that must be done in order to receive your deposit.
5. Renters are to contact the Recreation Director prior to renting the Town Hall for a walk through. The Recreation Director can be reached at recdirector@townofsebago.org or call the Town Office at 207-787-2457.

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Regulations

The Recreation Director, Town Manager and/or Board of Selectmen are authorized to grant approval for the use of the Town Hall/Recreation Center in accordance with this policy and the following regulations:

1. Request for the use of the Hall must be made in a timely fashion to the Town Office prior to the reservation date. The process shall be to call first and check if dates are available. A written agreement shall be completed and returned for authorized signature. No date is confirmed until contracts have been signed by both parties and all required fees and accompanying information has been received and approved by the Town. Fees and deposits must be paid at the time of application.
2. The Town reserves the right to deny anyone or any organization the use or rental of the Hall and facilities when, in the opinion of the Recreation Director, Town Manager, and/or the Board of Selectmen, the use may jeopardize the safety of the public, overtax the capacity of the building, create an untenable traffic or parking situation, or when such use would not be in the best interest of the inhabitants of Sebago. All applicants who are not Sebago residents or property owners must provide three references and receive approval from the Board of Selectmen to use the facility.
3. Lessee(s) shall be held liable for any damage to the Hall, facilities or premises incurred during the period reserved under this agreement. Damage must be reported to the Recreation Director or Town Office within 24 hours of the event. If the Town determines that damage or the need for janitorial services results from the applicant's use of the facility, the applicant/sponsor shall compensate the Town for all damage and/or cleaning costs that exceed the amount of the deposit. The deposit shall not be returned to the lessee if damage repair or janitorial services are needed as a result of the event sponsored by lessee.
4. Lessee(s) shall be responsible for cleaning the facility, picking up and removing any and all materials brought into the town hall. By signing this application, applicant agrees to clean the area used for the event within 12 hours of the event's termination. Facility users who do not thoroughly clean up after their events may be banned from further use of the facility.
5. Lessee(s) shall remove all trash generated by the event.
6. Lessee shall be responsible for setting up tables and chairs for their events. Tables and chairs brought into the gym shall be returned to the downstairs dining room by lessee immediately after use.
7. Key may be obtained by contacting the Town Office at least 48 hours prior to the event.

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8. The use of alcohol shall be indicated on the Facility Use Form and may be permitted only when the Licensed Caterer hired to serve the alcohol has a currently valid Liquor License and proof of current insurance. This restriction applies to private parties, public parties, dances, receptions, fundraisers, and all other functions. The applicant is responsible for compensation for that individual. The name and address of the Licensed Caterer who will work at the event shall be provided to the town on the Facility Use Form. By signing the Facility Use Form, the applicant/sponsor agrees to hold the Town of Sebago harmless and accepts full responsibility for any ramifications resulting from the use of alcohol at an event sponsored by them at the Town Hall.
9. Adult supervision (over the age of 18) will be required for individuals/groups using the building at all times.
10. Deposits for vandalism will be retained. In addition, renter will be charged for any additional fees associated with repairs associated with the vandalism and will be barred from future use of the building.

Exemptions

Certain charitable or non-profit groups may be declared exempt from fees by vote of the Board of Selectmen. Groups which have made a significant monetary donation and/or contribution of services to further Town activities may be considered for exemption upon recommendation by the Recreation Director. Exempted groups shall be responsible for cleaning the Hall and premises, turning out lights and locking the Hall after their events.

Adopted November 21, 2000 and effective January 1, 2001.

Revised April 16, 2002.

Revised May 28, 2002.

Revised August, 20, 2002.

Revised April 1, 2003.

Revised April 19, 2005

Revised February 9, 2021

TOWN OF SEBAGO

TOWN HALL CLEANING CHECKLIST

DONE	Kitchen	NOTES
	All Trash is picked-up and removed	
	Dishes Cleaned and put away	
	Straighten up, clear clutter / Counters and tables cleared and wiped down	
	Floors Cleaned	
	Clean kitchen appliances	
	Lights turned off	
DONE	Down Stairs	NOTES
	All trash cans emptied - trash leaves building with you	
	Tables put back where found, if used	
	Floors cleaned	
	No debris or clutter left behind	
	Mop floors	
	Lock Door	
DONE	Bathrooms	NOTES
	Floors Cleaned	
	No debris or clutter left behind	
	Sinks clean	
	Toilets and Urinals flushed and removed of clutter	
	Lights turned off	
DONE	Upstairs	NOTES
	No trash left on floor or stage	
	Trash Can(s) emptied	
	Window(s) Closed if open (do not open in Winter)	
	Returnables to racks downstairs	
	Turn lights off	
	Shut all doors and lock them	
	Put back all equipment used in proper storage areas	
	Remove all personal items	