TOWN OF GOULDSBORO

COMMUNITY CENTER/GYM AND PROSPECT HARBOR COMMUNITY CENTER FEES AND REGULATIONS

- 1. The Gouldsboro Community Center/Gym and Prospect Harbor Community Center can be reserved only through the Town Office.
- 2. Reservations are accepted in the following order of priority:
 - -Municipal activities sponsored by the Gouldsboro municipal boards and committees have the next priority.
 - -All other reservations are accepted on a first-come, first-served basis.
- 3. The Board of Selectmen or Town Manager reserves the right to approve or reject any request for use.
- 4. Individuals or organizations reserving the building are responsible for any damage incurred during their use of the premises. Signature of the application indicates acceptance of these liabilities.
- 5. If applicants wish to attach equipment, decorations or any other materials to the floor, walls or ceilings, it must be stated in the application and signed permission must be obtained from the custodian. Any damage incurred will be the responsibility of the applicant. In particular, masking tape cannot be used on the floor.
- 6. No open flame fires are permitted. All flammable materials must be approved by the Fire Chief or his deputy.
- 7. If alcoholic beverages are to be used or served on the premises, a constable must be on duty at all times, a proof of liability insurance must be attached to the application (applicant must obtain and pay for liability insurance listing them as the insured and the Town of Gouldsboro as additionally insured) and a BYOB permit must be obtained from the Maine Bureau of Liquor Enforcement, if required.
- 8. Smoking is prohibited in or within twenty-five feet (25') of either building.
- 9. All exit lights must be on while the building is being used. All exits must be kept clear and free from obstruction. The parking lot lights must be on after dark.
- 10. It is the responsibility of the individuals or organizations reserving the building to ensure that the following are completed after each function:
 - -All lights are turned off.
 - -Front and back doors are closed and locked.
 - -Inside doors leading to the main floor are closed.
 - -Building is satisfactorily cleaned after each event.
 - -Both thermostats (kitchen and gymnasium) are to be set at 60 degrees.
- 11. All keys are to be picked up at the Town Office before the close of business on the last working day before the event and are to be returned by 8:30am of the next working day.
- 12. Rental of either building is \$100 plus \$25 for kitchen usage and a refundable \$100 cleaning/repair fee, which is returned if the building is left clean, in good condition and the key is returned.
- 13. Rental for either building for private or public youth events is \$25 and a refundable \$100 cleaning/repair fee, which is returned if the building is left clean, in good condition and the key is returned.
- 14. 14. The Board of Selectmen or Town Manager may approve a waiver of the rent, the kitchen charge, and/or the cleaning fee for residents and resident non-profit groups holding benefit functions where the fee would cause a hardship or substantially reduce the proceeds available for the benefit.
- 15. Liability insurance is required by anyone or any organization that rents either building.
 - A Certificate of Insurance will be required, which is to state the Certificate Holder as the Town

of Gouldsboro. The level of insurance is to be not less than the following:

Comprehensive General Liability: \$400,000 per occurrence for actions under the provisions of the Maine Tort Claims Act

1,000,000 per occurrence for actions outside the Maine Tort Claims Act for covered claims, which may arise from the user's negligent action or in action.

If applicable:

Automobile Liability:

\$200,000 per person;

\$500,000 per occurrence for bodily injury \$20,000 per occurrence for property damage.

As required by Federal and State Workers' Compensation and occupational disease statutes.

Employers Liability Coverage:

\$100,000

16. The town shall indemnify and hold harmless the user its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the town, its officers, agents, and employees. The user shall indemnify and hold harmless the town and its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the user, its officers, agents and employees.

The obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the user, its officers, agents or employees, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA section 8101 et seq. or any other privileges or immunities as may be provided by law.

In case a claim, action or proceeding is commenced against the Lessor arising out of the negligent action or inaction of the Lessee which arises out of the use of the premises and that is a covered claim under the Lessee's coverage, Lessor may give written notice of the same to the Lessee and thereafter Lessee will notify it's carrier and cooperate in the investigation and appropriate disposition of the claim protecting the Lessor as agreed from negligent action or inaction of the Lessee.

Lessor shall be responsible for claims and damages arising from their negligent action or inaction with regard to their handling or use of the machinery or equipment. Lessor shall be responsible for claims and damages arising from their negligent action or inaction resulting from defects in or inefficiency of equipment hereby leased.

This Lease shall be governed by and construed under the Laws of the State of Maine.

POLICY APPROVAL

] New] Renewed (] Amended			
pproval By:			
[X] Dana Rice	[] Not present	[] Opposed	
[X] William Thayer	[] Not present	[] Opposed	
[X] Susan Bagley	[] Not present	[] Opposed	
[X] James McLean	[] Not present	[] Opposed	
[X] James Watson	[] Not present	[] Opposed	

Approval Date: January 31,2013

Yvonne Wilkinson, Town Clerk

TOWN OF GOULDSBORO COMMUNITY CENTER/PHWC BUILDING RENTAL AGREEMENT

Name of Group:		
Address:		
Responsible Person:		
Telephone:	WorkHome	
Dates and Times Re	equired: (Must be completed)	
Starting date	Ending date	
Starting time	Ending time	
Type of Event:		
Volleyball	Basketball	Soccer
Baseball	Gymnastics	Beano
Meeting		
Dance (specify if for pro	ofit)	
Supper (specify if for pr	rofit)	
Other (specify if for pro	fit)	
	required) e (if required)	
Fees to be charged:		
Kitchen Fee:		
Deposit:		
Type of Paymo	ent: Check Cash	
Community Center a	tached rules/policy and regulations and agree to follow them. I fully undering the dates and times listed above.	-
Signature of Applica	nt	Date
Signature of Town O	fficial	Date

TOWN OF GOULDSBORO



TENANT USER LIABILITY INSURANCE PROGRAM How To Guide

Your local government has enrolled in a program that allows you, the "user" of a municipal facility to secure cost-effective liability that provides for you as well as your government entity. Tenant User Liability Program (TULIP) is a General Liability Policy written in the name of the tenants and the users of the public facility.

The Town of Gouldsboro is a registered user of the TULIP program through the Maine Municipal Association (MMA) and HUB International New England via Intact Insurance. Our assigned unique Venue ID Code is: **0419-CG8**.

HOW IT WORKS:

- 1. Go to www.intactspecialty.com/entertainment
- 2. Scroll down and click on "Planning an Event?" Get a free Quote
- 3. Enter the Venue ID Code listed above or you may use the venue drop down menu.
- 4. Enter your event activity and answer the below questions
- 5. Select the date range needed for the event on the calendar. If the event takes place on multiple dates, select all needed.
- 6. Name the event and answer if you will need liquor liability coverage. You will then need to answer the Average Daily Attendance number. . . Continue down to the next questions (if applicable).

Click "GET QUOTE".

You can then proceed and purchase the coverage, please complete the requested Tenant User Information and continue with the purchasing process and coverage is bound.

When you purchase this coverage, a Certificate of Insurance is issued and will be sent via email, in your Name or Organizations name, with a certificate automatically sent via email to your municipality.

If you have any questions about the eligibility or classification of your event, please contact Susan Kludjian or Christine Mitchell at HUB International N.E. at 1-(800)370-2106.





TULIP: Tenant User Liability Insurance Program

Protect yourself from claims for injuries or property damage during your event

Are you planning to use or rent a city facility?

TULIP ensures you are protected from liability for injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

You can buy insurance through TULIP, a city-sponsored program, or you can purchase a policy through another private insurance carrier.

What does TULIP cover?

This city-sponsored program provides \$1 million in liability coverage for events* such as:

- · Receptions
- Reunions
- Festivals
- Concerts
- · Job Fairs
- Weddings
- Clubs & Meetings
- Arts & Crafts Fairs
- · Many more!

A full listing of covered events is available at

www.intactspecialty.com/entertainment

Please use the online contact information for questions about whether other events are eligible for coverage

Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, *including things such as*:

- · Length of event.
- · Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

How do I get more information about TULIP?

Visit:

www.intactspecialty.com/entertainment or contact Susan Kludjian at (978) 661-6662 or Christine Mitchell at (978) 661-6857.





Get a Quote or Purchase TULIP coverage:

Step 1:

Vicit

www.intactspecialty.com/entertainment scroll down and click on ..."Planning an Event?" Get a Free Quote

Step 2:

Enter...Facility/Venue ID Code

0419

CG8

Don't have a code? Search "Maine Municipal" from the drop-down list, then select your location.

Step 3:

Describe event or activitySelect from drop-down menu.
Click next.

Step 4:

Get your quote

Answer some basic questions and enter your contact and billing information.

Step 5:

Purchase when ready
A credit card is required.

Protect yourself and your guests with TULIP coverage