

United Christian Church // Lincolnville Center, Maine

Thanks for your interest in renting the Lincolnville Community Building. Attached are the rental agreement form and the list of Community Building Use Requirements.

IMPORTANT: Your event will be penciled-in on the Community Building Calendar as soon as you inform us that you want to rent the hall, but *your event is not formally booked until Lincolnville UCC has received your completed forms and payment.*

How it works –

Locking in your reservation. Please complete the forms and send your payment as soon as possible. If another client inquires about renting the hall at the same time and we have not yet received your forms and check, we will alert you so you can get your booking locked in within 48 hours.

Necessary paperwork

- Make a printout of the Lincolnville Community Building Use Contract and fill in all the required information: event details and all contact info.
- Sign the completed Use Contract and mail it, along with your check for the full amount of rent plus security deposit, to the address at the bottom of this page. (Some clients prefer to send a separate check for the security deposit, which we will either return or destroy, as you instruct.)
- *If you wish to serve alcohol or to host a BYOB event, there's more paperwork.* See the separate Alcoholic Beverage Policy page for details. Complete the Application for Alcohol Use and Proof of Liability Coverage forms and send them to the address below at least 3 weeks before the date of the planned event. The Lincolnville UCC reserves the right to deny permission for alcohol consumption at any event held in the Community Building.

After we receive your completed contract form and payment. We'll acknowledge receipt of your check and Use Contract and mail a copy of the completed form back to you once it's been signed on behalf of the UCC. Your event is then officially booked on the Community Building Calendar.

Scheduling a walk-through. A building walk-through is required for first-time renters. This can occur ahead of time or on the day of the event. If you would like to tour the facility *before* deciding whether to rent it, we're glad to arrange that, too.

Canceling a reservation

- If you cancel a confirmed booking more than one week in advance, we will return your prepaid rental fee and security deposit *unless we have had to turn away another prospective client* who wished to book the hall for the same date. In that case, you will forfeit the security deposit but we will return the rental fee.
- If you cancel a confirmed booking between 0 and 7 days in advance, you will forfeit the security deposit but we will return the rental fee.

Questions? Contact Karin at CB.Hall.Rental@gmail.com
Phone 230-4086 (cell) or 763-4782 (evenings)

Mail forms and payment to: Karin Womer
380 Masalin Rd.
Lincolnville ME 04849

Make checks payable to: Lincolnville UCC

Lincolville Community Building Use Requirements

- The Community Building is owned by the Lincolville United Christian Church. The hall is available for use by individuals and groups on a pre-approved basis, except between the hours of 9:00 a.m. and noon on Sundays, when it is often needed for church functions.
- Persons or groups requesting to rent the Community Building shall provide the signed contract, rental fee, and security deposit to the Community Building reservations coordinator at least one week in advance of the requested use.
- The Lincolville UCC encourages use of the hall for events that bring together people from our community. In addition to educational, family, and social events, this may include political-interest, and issues-oriented activities; however, the Community Building Committee reserves the right, at its discretion, to decline to rent the facility for any political-type activity. The committee may also choose to consult with the Lincolville UCC board of Directors before making their decision in such instances.
- The application form for private parties at which alcoholic beverages will be consumed, plus proof of liability insurance coverage, must be provided to the reservations coordinator at least 3 weeks in advance of the event. (See separate policy sheet covering alcohol use.)
- No smoking permitted in the hall or parking area.
- Wi-fi service is available. Network name: [UCC_Lincolville_Guest](#). No password required.
- You may use push pins or small tacks to hang decorations, posters, etc., on the walls. No tape is allowed, however, except for blue, non-marring masking tape.
- Hang nothing from the suspended ceiling (lights, decorations, etc.).
- If extension cords are used, plug in no more than one cord per outlet; however, one GFI-equipped power strip may be used, with multiple cords plugged into the strip. Any cords that run across the floor shall be taped down. All tape shall be removed after the event.
- Equipment stored in the kitchen cupboards and closets is for Soup Cafe use only.
- Children must be supervised at all times.
- Please leave the facility neat and clean, and carry out all your trash. Cleaning supplies, including trash bags, are available in the kitchen area.
- Remove any items left behind by your guests. The Lincolville UCC is not responsible for personal items left in the hall.
- Users will be responsible for any damage to the premises.
- If the conditions outlined above are not adequately met, further use by that group or individual may be denied. Should the building require cleaning or repairs in excess of the deposit paid, renters will be billed for those costs.

Fees per use (within a 12-hour period*)

- Members of the Lincolville UCC \$50.00
- Non-profit groups & private parties \$100.00
- For-profit/business events \$150.00
- Security/cleaning deposit \$50.00
- Multiple use, classes, etc., will be charged a negotiable rate.

* An additional \$50 fee may apply for set-up/clean-up time booked for the day before or after your planned event.

Lincolville Community Building Use Contract

🌸 Bookings are not confirmed until this completed form and payment are received by Lincolville UCC. 🌸

This contract is between The United Christian Church of Lincolville Center and
[Name, address, and contact info]

For the use of the Community Building adjacent to the Church

Date(s) of use: _____

Hours of use: _____ to _____

Activity: _____ Number attending: _____

Rental Fee (make check payable to Lincolville UCC):

- \$100 private party or nonprofit organization; 150 (business); \$50 (UCC member)
- Security/Cleaning deposit: \$50.00
- Use of kitchen (stove/refrigerator/dishwasher/sinks): \$25.00 additional, if used

I (We) have read the Lincolville Community Building Use Requirements and agree to all terms listed therein for the use described above. I (We) further agree to pay the sum of \$_____ for use of said building, plus the \$50.00 security deposit.

I (We) understand that should there be necessary cleaning or repairs in excess of the deposit paid, I (we) will be billed for those expenses. I (We) agree to remove all personal property and clean the building at the conclusion of the event on the day of this rental. I (We) understand that, if additional time is needed for setting up or cleaning, there may be additional charges.

I (We) understand that there are risks involved in using these premises, including but not limited to injuries requiring medical attention. I (We) assume all risks of use of this building on behalf of the participants and/or organization I (we) represent and agree to hold United Christian Church of Lincolville Center and its representatives harmless for any personal injury and/or property damage which I (we) or any participant may experience.

Name/s: _____ Date: _____

For United Christian Church

Name: _____ Date: _____

Mail payment and completed form to: Karin Womer, 380 Masalin Rd., Lincolville ME 04849