

**Town of Fryeburg
American Legion Building
Rental Agreement**

Date of Agreement: _____

Lessor: *Town of Fryeburg*

Lessee Name: _____

Lessee Address: _____

Lessee Phone/Email: _____

Leased Premises: Legion Hall Building, 47 Bradley St., Fryeburg, Maine

The terms between the Lessor and the Lessee are under the terms and conditions set forth below.

TERMS & CONDITIONS

1. The term of this agreement shall commence at _____ AM/PM on _____ and shall expire at _____ AM/PM. **No later than 10:30 PM.**
2. Lessee shall pay Lessor for the use of said premises the sum of \$ _____ payable in advance upon execution of this instrument.
3. Lessee shall pay \$100.00 security deposit, returnable upon determination by the Lessor that no damage has been done by the Lessee.
4. The premises shall be used solely for a social gathering of adults and children for the reason listed: _____. The premises shall **Not** be used in any manner which may be deemed a nuisance or so as to cause a disturbance of the peace.
 - **No Alcoholic Beverages shall be consumed inside or outside of the building.**
 - **The use of tobacco products is prohibited inside the building or within 20' of Town owned or leased buildings.**

RENTAL RULES

- 1. Please note: 62 people seated is the maximum amount on the main floor.**
- 2. Do not block the handicap entrance and fire exits.**
- 3. The thermostats have been set and should not be changed.**
- 4. Return all tables and chairs to their stacked position on the left side of the main entrance of the building.**
- 5. Turn off all fans, lights & air conditioners**
- 6. Close and lock all windows and doors.**
- 7. Sweep the main floor before leaving. If the kitchen was rented, the kitchen floor should also be swept. The large broom is located in the kitchen closet. Please return the broom to the closet.**
- 8. Take all dishes, utensils, bowls, food & refrigerated items that you bring into the building with you when you leave. Do not leave any belongings in the refrigerator or building.**
- 9. If you use any of the cupboard dishes, utensils, bowls etc., please wash them, dry them and put them back in the cupboards and drawers where you found them. All cupboards have been labeled for ease of finding and putting away kitchen items.**
- 10. NEVER flush anything but toilet paper in the toilets.**
- 11. You shall take All your trash with you when you leave.**
- 12. NO Tobacco products or Alcoholic beverages are allowed in or around the building.**

Date:

Name of person completing inspection:

Thank you for your efforts to help keep the American Legion clean and in good working order. If there are any major issues, please immediately call the Town Office (207-935-2805), otherwise return this form within 3 days of your lease.

Exterior	YES	Requires Action	NO
Are walkways clear of obstacles that could cause a tripping hazard?			
Is there area outside of the building free of trash and litter?			
Housekeeping			
Are floors clean?			
Have tables and chairs been cleaned and neatly stacked?			
Are the kitchen surfaces clean?			
Are all dishes/utensils cleaned and put back in the cupboards and drawers?			
Is all of your food removed from the refrigerator?			
Have all cleaning supplies/equipment been returned to the closet			
Are all windows closed and locked?			
Have you removed all trash from the building?			
Fire Safety			
Are all EXITs free of obstructions?			
Are EXIT ways clear and unobstructed?			
Electrical/Appliances			
Are appliances turned off?			
Are all lights turned off?			
Thermostats are returned to the settings noted upon arrival?			
Bathrooms			
Are the sink faucets all in the off position?			
Are the toilets operational and flushed?			