



MONMOUTH FISH & GAME ASSOCIATION

P.O. Box 502
347 US Route 202
Monmouth, Maine 04259

Rental Agreement

Please print clearly or fill in on screen

This agreement is between the **Monmouth Fish and Game Association**, 347 US Route 202, Monmouth, Maine 04259, and the Renter named below.

DATE OF AGREEMENT

1 Renter Information

RENTER NAME (PRINT)

STREET ADDRESS

CITY

STATE

ZIP

HOME PHONE

CELL PHONE

EMAIL ADDRESS

2 Event Information

EVENT / PURPOSE OF RENTAL

DATE OF EVENT

EVENT HOURS (STANDARD IS 10:00 AM – 12:00 MIDNIGHT)

EXPECTED NUMBER OF GUESTS

SPONSORING MEMBER (REQUIRED FOR PRIVATE USE)

SPONSOR PHONE

RENTAL OFFICER (CANNOT BE THE RENTER)

RENTAL OFFICER PHONE

Will alcohol be consumed at the event?

☐ Yes (see Alcohol terms, page 2)

☐ No

3 Fee & Deposit

A **\$50.00 non-refundable deposit** is due when you submit this application. The balance of the rental fee is due **before the event**, unless the fee is waived. You must attend a business or committee meeting in advance to ask permission to rent the facilities; the committee votes on each rental. Rentals are only available to persons or groups who meet the Guidelines on page 4.

Rental fee: ☐ \$350 standard ☐ \$200 qualifying member (Guideline 2) ☐ Waived (Guideline 10)

FEE AMOUNT

IF WAIVED, REASON



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4 Terms and Conditions of Rental

Please read each item and write your initials in the box beside it.

- | | |
|---|----------------------------------|
| A. Unless otherwise specified, the rental time is 10:00 AM until 12:00 Midnight . Building occupancy is 275 standing or 130 seated . | INITIALS
<input type="text"/> |
| B. The Renter shall inspect the facility and property with the Rental Officer and record any existing damage in the Notes on page 4. If no damage is reported to the Rental Officer at the start of the rental period, it will be assumed no damage was present before the Renter's use. Any damage found during the final walk-through at the end of the event will be deemed to have occurred during the Renter's use. | INITIALS
<input type="text"/> |
| C. The Renter will be held responsible for all damage to the facilities or the Monmouth Fish and Game Association's property therein occurring in connection with their event, and will be charged for all repairs. | INITIALS
<input type="text"/> |
| D. The Renter is responsible for leaving the facility in the same condition as it was found when the rental period began. The Renter is responsible for cleaning the building and immediate area to the satisfaction of the Rental Officer (see checklist, page 4). | INITIALS
<input type="text"/> |
| E. Nothing shall be posted on, nailed, tacked, screwed, taped or otherwise attached to the walls, woodwork, floors, ceilings or any other part of the facilities. | INITIALS
<input type="text"/> |
| F. All decorations must be non-flammable material. No glitter, rice or confetti inside or outside the building. | INITIALS
<input type="text"/> |
| G. Smoking is not allowed inside the building at any time. Smoking is allowed outside. All cigarette butts must be disposed of properly. | INITIALS
<input type="text"/> |

5 Alcohol

- | | |
|--|----------------------------------|
| A. If alcohol is <u>served</u> at the Renter's event, the Renter shall ensure that all laws and regulations concerning the serving of alcohol are followed. No one under the age of 21 shall be served or consume alcoholic beverages on Monmouth Fish and Game Association property. The Renter indemnifies and holds harmless the Monmouth Fish and Game Association against all liability for any events or actions resulting from the use of alcohol on the premises during and following the Renter's event. | INITIALS
<input type="text"/> |
| B. <u>If serving alcohol, the Renter will obtain a permit from the town</u> and provide a copy of the permit and liability insurance to the Monmouth Fish and Game Association. | INITIALS
<input type="text"/> |

6 Additional Terms and Conditions

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|--|----------------------------------|
| A. The Renter agrees to comply with all laws, statutes, ordinances, rules, orders, regulations and requirements of the federal, state and local governments, and all of their departments or bureaus, applicable to the Renter's use of the premises. | INITIALS
<input type="text"/> |
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INITIALS

- B.** The Monmouth Fish and Game Association has the right to terminate this contract if, at its sole discretion, the event is deemed to violate any law or to be adverse to the interests of the Association.

INITIALS

- C.** The Renter releases from any and all liability, and agrees to indemnify and hold harmless, the Monmouth Fish and Game Association, its members and officers, against any and all claims, liabilities, damages, losses, expenses or attorney's fees incurred as a result of: (a) the Renter's failure to fulfill any condition of this agreement; (b) any damage or injury happening in or about the rental or premises to the Renter's invitees or licensees or such persons' property; (c) the Renter's failure to comply with any requirements imposed by any governmental authority; and any judgment, lien, or other encumbrance filed against the Renter as a result of the Renter's actions.

INITIALS

- D.** This agreement and any attached addendum constitute the entire agreement between the parties, and no oral statement shall be binding.

- E.** This agreement shall be construed, interpreted, and enforced according to the laws of the State of Maine.

ADDITIONAL INFORMATION OR SPECIFICS REGARDING THIS RENTAL

ATTACHMENTS (LIST ANY)

Renter Signature

I have read the foregoing agreement, agree to abide by the above conditions, and verify that the information I have provided is accurate and correct.

RENTER NAME (PRINT)

SIGNATURE

DATE

For Office Use Only — Monmouth Fish and Game Association

ASSOCIATION OFFICER NAME

SIGNATURE

DATE

BOARD OF DIRECTORS APPROVAL DATE

DEPOSIT RECEIVED (\$50)

FEE RECEIVED



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Guidelines for Club Building and Parking Lot Use

Please keep a copy of these guidelines for your reference.

1. Anyone requesting use of the facility must have been a member for one year in good standing.
2. The cost is **\$200** for members with 20 hours of club service per year, or lifetime members. Club service is tracked by the honor system and includes service as an elected member, meeting and committee attendance, participation in events, workdays, or other service benefiting the club. All other use is **\$350** per event, unless modified by Guideline 10.
3. The Requestor is responsible for setup and cleanup. Please leave the facility clean and tidy. This includes, but is not limited to, returning tables and chairs where they were (or leaning tables against the wall and stacking chairs properly), mopping the floor, and removing trash.
4. Requests for private use require a regular member to sponsor the event **and** be on site during the event.
5. Building use requests will be approved by the MFG Committee.
6. Public groups such as town, school, and civic groups that align with the club mission statement (Scouts, Fair Association, Lions Club, Snowmobile Club, etc.) are exempt from the membership and service requirements.
7. Exempt requests must still identify a responsible person for setup and cleanup.
8. **All** Requestors must fill out an MFG Rental Agreement.
9. Uses for political purposes must be in line with the Club's mission, such as supporting the Second Amendment.
10. The Committee may consider exceptions, such as veteran-related uses, hardship, and other factors left solely to the discretion of the Committee.
11. The rental is limited to the building and the parking lot east of the building. **Do not go into the Shooting Range or Trap Field.** Photos by the pond east of the parking lot are allowed.
12. The Requestor or Renter cannot serve as the Rental Officer.

Building Walk-Through & Damage Notes

Before the event, the Renter and Rental Officer walk through the facility together and record any existing damage below (see term 4B). Anything not noted is assumed to be undamaged.

PRE-EVENT NOTES / EXISTING DAMAGE

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RENTER INITIALS

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OFFICER INITIALS

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Building Cleaning and Closing Checklist

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|---|--|
| ☐ Clean bathrooms | ☐ Mop floors |
| ☐ Clean kitchen; wash any dishes and utensils used | ☐ Take trash with you when you leave |
| ☐ Turn gas off if you used the stoves | ☐ Turn off ALL faucets in bathrooms and kitchen |
| ☐ Stack chairs neatly | ☐ Set thermostat to 60 degrees |
| ☐ Fold tables and lean them against the wall | ☐ Close and lock all doors when you leave |
| ☐ Sweep floors | |

END-OF-EVENT NOTES (FINAL WALK-THROUGH)

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RENTER INITIALS

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OFFICER INITIALS

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