ROME COMMUNITY CENTER RENTAL AGREEMENT

TOWN OF ROME RENTAL AGREEMENT

This a	greement is made between the Tov	vn of Rome and t	the Renter(s	s) named below:
1.				
2.				
The re	ental begins on	, at		and ends on
	(Dater)		(Time)	
	at			
	(Date) (Time)			• • • • • • • • • • • • • • • • • • • •
	e complete the following:			
1.	Type of event:			
	Name of Organization or Group: _			
3.	Person of Contact (POC):			
	Phone Number(s)			
4.	Alternate (POC):			
	Phone Number(s)			
PAYI	MENT AGREEMENT:			
_	e to promptly pay at the time of sig e rental.			,
*If an o	Renter/Org. Rep. Signature verpayment is made on the estimate, The Towr	n will reimburse the re		Date
	l receipt:			
	I have paid my rental fees of			
	I agree to the Rome Community Co	enter Facilities U	se Policy.	
	I acknowledge that I have received nent – Prevention Checklist.	l a copy of Maine	e COVID-19	General Guidance
Rente	r/Organization Representative Sign	ature:		
	Office Staff Signature:			

ROME COMMUNITY CENTER

8 Mercer Road Rome, Maine 04963

General Checklist for Building Users

*Clean/Sweep Floors Wipe up spills				
* Table wiped down and put away				
*Make sure all dirt and trash go into provided trash cans,				
But you will need to provide your own trash bags and take.				
them with you.				
*Check bathrooms				
*Turn off all lights				
*Make sure all doors are locked				
* Projector screen is not to be used				
*Pots, pans, plates, and utensils no provided				
*Extension cords not provided				
Refrigerator needed yes no (circle one)				
Stove needed yes no (circle one)				
Please leave a note of any information you need to share with us.				
Numbers to call if you should need to reach an employee of the Rome				
Community Center: Paul Anderson – 207-397-2041				
Larry Dipietro Jr - 207-592-4578				
Kelly Archer - 207-397-3421				
Date:				
User: (Print name and phone number)				