



## **Lewiston Memorial Armory Rental Contract**

65 Central Avenue, Lewiston, Maine 04240

### General Building Rental Rules

The Lewiston Memorial Armory is the home to Lewiston Recreation. Inside you will find two full size high school basketball courts/one full size college basketball court, activity rooms, meeting rooms, and other amenities. The following rules and policies will be followed by all individuals and organizations who are renting the Lewiston Armory, as well as their guests.

1. The person requesting the use of the Community Center must be at least 21 years of age or older. The Community Center Manager may require a photo ID.
2. The renter must adhere to all permitting requirements as outlined in the City of Lewiston Facility Use Policy.
3. The building is available for rental 7 days per week. Lewiston Recreation Department, and City of Lewiston programs take precedence.
4. Every effort should be made to keep food and drink off of the gym floor. Exceptions include water and sports drinks.
5. All rentals will have a Building Monitor on site during their scheduled time frame. The renter should connect with them if there are any concerns or questions while in the building.
6. The renter will provide detailed information to the Lewiston Recreation Department about what their event is, including information on structures, signage, and decorations. If needed, a walkthrough will be scheduled.
7. Outside vendors who are hired or brought in by the renter must be cleared through the Recreation Director. (Food trucks, entertainers, etc) All vendors must be in compliance with City and State rules and regulations.
8. Tables and chairs are to stay inside the Lewiston Armory.
9. Smoking will not be permitted within the Lewiston Armory, or within 10 feet of public entrances.
10. No guns or firearms are allowed to be in the Lewiston Armory, unless for exhibitor event purposes. These events have special rules and regulations to follow. Please contact the Recreation Director with any question.
11. The Department will not be responsible for lost or stolen items.
12. The Renter must leave the building clean at the end of their rental. Trash should be put in trash bins. The Renter will be billed for extra facility cleaning if necessary.
13. If the individual or organization that signs the rental contract does not abide by the facility policy and rules, including failure to pay, the Department may refuse that individual or organization any future rental requests.
14. The individual or organization signing the rental contract will be responsible for any missing or damaged items and will be responsible for any damage done to the building during the date reserved.
15. This agreement shall not be assigned nor shall you allow the premises or any part of the premises to be sublet.
16. The Renter agrees to ensure that the facility and all equipment in the building is left in its original condition.

I hereby acknowledge and agree to follow rules and procedures as outlined above, and as listed in the City of Lewiston Facility and Park Use Policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_