



PO Box 306 | Eddington, ME 04428

The chain to denote strength from unity - the darkened portions of the chain spell out ECCC

COMINS HALL – OPERATION AND USE POLICY

Comins Hall is managed by the Eddington – Clifton Civic Center Corporation for the benefit of all reasonable uses of the building and grounds. The following policies are designed to guide use, help avoid conflicts and misunderstanding, and at the same time encourage broad community involvement.

A. Priority of Uses:

1. Regularly scheduled users, whether non-profit or for-profit. (Example: Suppers, Boy Scouts, Grange)

*Note: Regularly scheduled users that meet weekly or multiple times per week may be asked to move rooms or reschedule in the event of a paid rental opportunity.

2. Special Community Events.
3. Resident rental users for private functions.
4. Non-resident rental users for private functions.

B. Prohibited Uses:

The Board of Directors reserves the right to refuse any use that may damage the building or grounds, cause undue neighborhood disturbance, or require special controls (as police) to monitor or maintain reasonable conduct. For-profit uses shall be subject to Board of Directors approval.

C. Responsibilities of Users:

All users are responsible for safety, policing and for janitorial work associated with their event. Details are spelled out in a simple rental agreement signed by a representative of each group.

1. Name, address and telephone number of person responsible for building use for any event must be provided before keys will be issued.
2. Make specific arrangements to pick up and return keys. Keys **not** to be duplicated.
3. The electric power is on at all times. Do not touch breakers or switches in electrical panel box. Do not change the setting on the electric heaters in the restrooms. Note that automatic exit lights and fire extinguishers are in place.
4. Smoking is strictly prohibited inside the hall.

5. Rental is for the auditorium, the dining room, the kitchen or some combination of the three. Rental of one does not automatically entitle use of any other without prior written agreement as noted below.
 6. If the building is left in satisfactory condition, the security deposit will be returned within two weeks. If not satisfactory, a call will be made to the person listed in #1 above to discuss.
 7. Parties using any part of the building or grounds shall be required to pay for any and all damages to the building or grounds caused by participants of their activity.
 8. Parties utilizing the building or grounds for activities involving children shall insure that there are sufficient adult supervisors to keep noise and activity at reasonable levels.
 9. Tacks, tape, screws, nails, glue, putty, and other similar substances are all prohibited. If you need to hang decorations or posters, there are hooks around the ceilings throughout all rooms. You may use 3M Command strips and hooks (ask if you do not know what these are).
 10. Do not hang decorations or posters from any part of the fire suppression system or ductwork, or the suspended ceiling grid in the auditorium.
 11. Use of candles: Candles on birthday or wedding cakes or similar are allowed. Use of candles in ceremonies, such as a wedding, is allowed provided the following methods are adhered to:
 - i. Votive candles must be in a glass container.
 - ii. Pillar candles must be in a closed bottom glass container at least four inches higher than the height of the pillar candle. A heat diffusion plate or mat must be placed under the pillar (as a pillar candle burns down, the glass container heats up and the glass can leave burn or scorch marks on a wooden surface).
 - iii. Taper candle sticks must have hurricane shades and a drip catcher.
 12. When your event is over please go over the following checklist:
 - close all windows and doors including all interior doors
 - turn off all lights – be sure to check bathrooms and back hall lights
 - turn off heat
 - turn off hot water heater if used
 - during heating season, bathroom doors need to be kept CLOSED at ALL TIMES
 - sweep and clean area rented
 - return furniture to the arrangement in which you found it
 - pick up outside if needed (check carefully for cigarette butts, gum wrappers, fly-away papers, etc.)
 - take all trash with you
 - be sure that all three outside doors are locked
 - RETURN KEY AS ARRANGED
- D. The Board of Directors reserves the right to review all Rental Agreements prior to authorizing the proposed use. In the event of a time-sensitive proposed use request, the Board authorizes the President to decide on a use at their discretion.

E. Agreements with all users shall be reviewed annually at the January Board meeting by the full Board of Directors.

F. Fees:

Regularly scheduled users: At the Board's discretion.

Special Community Events: At the Board's discretion.

Resident and Non-Resident Private function rental fees:

	Residents	Non-Residents	Security Deposit
Auditorium	\$150.00	\$250.00	\$50.00
Dining Room	\$100.00	\$200.00	\$50.00
Kitchen	\$ 50.00	\$ 50.00	
Wood Stove			
Winter Furnace	2 Hours: \$25.00	2+ Hours: \$50.00	

Examples:

Resident rental of Auditorium: $\$150 + \$50 = \$200$

Resident rental of Dining Room: $\$100 + \$50 = \$150$

Resident rental of Auditorium and Dining Room: $\$150 + \$50 + \$100 + \$50 = \$350$

Returned Check Fee: If a rental check is returned, in addition to replacing the rental check amount, the renter shall pay the current bank fee, plus a \$35.00 inconvenience fee.

Security deposits are due within one week of making the reservation. Rental fees are due two weeks prior to the scheduled event. Checks shall be made out to "Eddington-Clifton Civic Center" and mailed to: PO Box 306, Eddington, ME 04428.

Contact: 1.) Susan Dunham-Shane 207-843-6441 sue@cominshall.org
 2.) Sara Yasner 207-843-5716 sara@cominshall.org