



# Skehan Recreation Center Party Rental Form

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Hampden Recreation Department  
Mailing-106 Western Avenue  
Physical-I Main Road South  
Hampden, ME 04444

Phone: 207-862-6451

Fax: 207-862-5067

E-mail:

recreation@hampdenmaine.gov

- Party Rental may be requested no more than 3 weeks in advance of the date you are looking for. Speak to Shelley about date availability.
- Party Rental Form must be completed with rental fee paid in advance to secure and confirm your date.
- A email confirmation will be sent when the date has been approved for use.
- Rental Fee: \$100 per two hour time block and includes the full gym and party room.
- Fee will include 30 minute set up prior to use and 30 minute clean up after use time at no additional fee.
- Rental Rates will include use of tables and chairs, and some gym equipment. Speak to Shelley to find out exact availability of equipment.

Today's Date: \_\_\_\_\_

Name of Individual/Group Requesting Use: \_\_\_\_\_

Contact Person in charge of activity time: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Date Requesting Use: \_\_\_\_\_ Type of activity: \_\_\_\_\_

Party Time: \_\_\_\_\_ AM / PM Estimated # persons attending: \_\_\_\_\_

Will admission/other fees be charged to participants? (please circle)      YES      NO

Special Requirements or Equipment Requests: \_\_\_\_\_

Date Rec'd: _____	Date Approved: _____	Date Confirmation Sent: _____	How Sent? _____
Fee Paid? _____	cash or check	Added to Calendar? _____	Staff Scheduled? _____
Staff Initial: _____	Other: _____		



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## Notification of Policies and Responsibilities

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- Contact person must be present at all times while rental is taking place, and must stay until all person attending rental have left the Skehan Recreation facility. Contact is responsible to make certain all building rules are adhered to by user group.
- Alcoholic beverages and/or smoking of any kind are prohibited on the grounds of the Skehan Recreation Center and all Town of Hampden Athletic facilities.
- A building supervisor will be onsite during all rentals.
- This rental agreement is limited to the start/end times specified in the attached form. Extension of rental times will not be allowed. No refunds will be issued for time not used.
- Rentals must provide their own food and decorations. Food should only be consumed in the party room. Care should be taken with decoration to protect building surfaces.
- Rental groups are responsible for general clean up of the rented space. This will include cleaning and putting away tables and chairs, removing any decorations, and stowing waste in trash cans.
- The rental fee includes the full gym and party room for a two hour window of time.
- Gymnasium renters will be responsible for making certain users are dressed in proper attire. Shirts must be worn at all times. Gym shoes should be clean and dry, to minimize wear on the floor. Locker room space is available.
- The Skehan Center is not responsible for lost of stolen items. Lockers are provided for use. Users must provide their own lock.
- Any accidents, or damage during rental use should be reported to the building supervisor on duty immediately.
- Rental groups will be responsible for any damages occurring during the rental use.
- No Balloons or confetti allowed.
- Use of tape on floors is not allowed! If you need to cover a cord we have rugs.
- If you are planning on having a piñata, please consult staff on duty before hanging.

## RELEASE

In consideration of the use of the premises of the Town of Hampden, Maine, the undersigned, acting for or on behalf of (Name of Renter/Group) \_\_\_\_\_, hereby releases the Town of Hampden, Maine, its officers, directors, and employees from any and all liability arising from, or associated with the existence of hazards of the buildings or premises, including the ways immediately adjoining and parking lots, and any and all liability associated with the activities or operations which are to be conducted by or on behalf of the above name group.

I acknowledge I have been notified of all the above policies and responsibilities and agree to my use following these conditions above.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Date Rec'd: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Date Confirmation Sent: \_\_\_\_\_ How Sent? \_\_\_\_\_  
 Fee Paid? \_\_\_\_\_ cash or check \_\_\_\_\_ Added to Calendar? \_\_\_\_\_ Staff Scheduled? \_\_\_\_\_  
 Staff Initial: \_\_\_\_\_ Other: \_\_\_\_\_