MEETING ROOM RENTAL AGREEMENT

This Agreement between _____________________ (Renter) and Coastal Enterprises, Inc. (CEI) defines the terms and conditions for rental of CEI meeting rooms. This Agreement includes a Meeting Room Rental Request Form which is incorporated into this Agreement.

The following terms and conditions apply to all meeting room rentals:

1. The meeting rooms at CEI are reserved for CEI staff and subsidiaries, and when available, for use by the public on a first come, first serve basis.

2. Public use is limited to local organizations, non-profit organizations, and organizations affiliated with CEI programs and staff. No personal events are permitted.

3. Meeting rooms are available for use before, during, and after regular office hours at the discretion of CEI. For before-/after-hour use, the contact person for Renter is responsible for receiving opening/closing instructions.

4. All Renters must complete a Meeting Room Rental Request Form. Meeting rooms may not be scheduled more than 3 months in advance.

5. Public entrances are to be used for all access to and from the building.

6. Parking is available in the municipal parking lot off Bank Street and adjacent to CEI.

7. Renter is responsible for setting up the room before the event, and for clearing the room at the conclusion of the event. If tables and chairs have been rearranged, they must be returned to their original positions. All food and other items brought in must be removed at the end of the meeting and trash must be placed in receptacles.

8. Affixing banners, signs, artwork or other materials to walls, fixtures or other areas of the rooms is prohibited.

9. Smoking, alcoholic beverages, open flames, and lit candles are not permitted.

10. Exterior doors are to remain closed at all times and under no circumstances be propped open.

11. Renter and attendees agree to not use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room rented, common and public areas such as the restrooms.

12. Use of CEI’s meeting rooms does not constitute endorsement or approval of viewpoints expressed by Renter or participants in the event. Advertisements or announcements implying such endorsements are prohibited.

13. It is understood, CEI is in no way responsible for any personal injuries, property damage, or other liabilities that may be incurred during use of its facility. Renter agrees to release indemnity and hold CEI harmless of any such damages.
I have read the information regarding the use of CEI meeting rooms and agree to abide by all guidelines.

Coastal Enterprises, Inc.

By: ____________________________  By: ____________________________
Name: ____________________________  Name: ____________________________
(Print or Type)  (Print or Type)
Title: ____________________________  Title: ____________________________

Return Meeting Room Rental Agreement and
Meeting Room Rental Request Form
to

Jennifer Kanwit
30 Federal Street, Suite 100
Brunswick, Maine 04011
Phone: 207-504-5695
jennifer.kanwit@ceimaine.org
MEETING ROOM RENTAL REQUEST FORM

Date of Request: ______________________

Organization: ___________________________________________________________________________________

Type of Organization: ______________________________________________________________________________

Type of Event: ____________________________________________________________________________________

Contact Person: __________________________________________________________________________________

Address: _________________________________________________________________________________________

Phone: ___________________________ email: ___________________________

Date(s) Room Requested: ______/_____/_______ to ______/_____/_______

Large Board Room (max 75 people)

   ___ Full Day        $200
   ___ Half Day       $100
   ___ Hourly   $ 25/hr

Small Board Room (max 25 people)

   ___ Full Day         $100
   ___ Half Day       $50
   ___ Hourly   $ 25/hr

Anticipated Number of Attendees: ________  Event Start Time: ___________  Event End Time: ___________

AV/Equipment Needed:

   ___ Teleconferencing
   ___ Projector
   ___ Screen
   ___ Microphone
   ___ Wi-Fi

Room Table Set-Up Style:

   ___ Theater Style (chairs in rows)
   ___ Classroom Style (tables with chairs)
   ___ Board Room Style
   ___ U-Style
   ___ Other: ______________________________