



Coastal Enterprises

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.

Renter

By: _____

By: _____

Name: _____
(Print or Type)

Name: _____
(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: _____