

## LIMERICK BRICK TOWN HALL POLICY FOR USE

1. **Limerick residents and non- residents.** The Brick Town Hall may be used with permission of the Board of Selectmen.
2. **Each user** will sign a usage Agreement and pay the user fee and deposit prior to being assigned a key
3. **User fee-** The following schedule will be assessed for User Fees:

FREE – For Limerick residents only.

\$100.00 – non- residents (all functions) i.e. dances, luncheons, weddings, showers, charitable events, etc.

Employees – no charge (if a non-profit event)

*Non-profit organizations may request a waiver of the User Fee from the Board of Selectmen.*

4. **Security Deposit:** All individuals and organizations will pay a \$100 security deposit. Liability for any damages above \$100 will be billed directly to the user.
5. **User Fee and Security Deposit** must be paid one week in advance of use.
6. **Keys** will be available at the Selectmen's Office during normal office hours (Monday thru Friday; 9:00am to 4:00pm) and must be returned the first business day following the use. Absolutely NO keys are to be duplicated.
7. 6. **Maximum Occupancy:** First Floor - 76 persons  
Second Floor - 90 persons

*Security Deposits are refunded once the User's security deposit check has cleared the account, the keys have been returned and the custodian has inspected the building for cleanliness and damages. As long as there are no issues with the deposit check, the keys or the condition of the building and contents, a refund check request will then be submitted to the Board of Selectmen for final approval. Once approved, the Treasurer will issue the refund check.*

Amended: January 23, 2017  
Amended: May 1, 2017  
Board of Selectmen:

Joanne L. Andrews, Chair

Joanne L. Andrews Date 5-8-17

John M. Medici

J M Medici Date 5/8/17

Roland C. LePage, Jr.

RL Page Date 5/10/17

## LIMERICK BRICK TOWN HALL USAGE RULES

If liquor is to be served at any function, a law enforcement officer must be present and a bartender or catering service must be in attendance and the user will be responsible for arrangement and payment of their services. Appropriate temporary liquor licensing must be obtained from the State of Maine.

Per NFPA 101, Life Safety Code maximum occupancy for the first floor is 76 persons and for the second floor 90 persons.

(NOTE: There can be no more than 100 persons in the building at any one time.)

Any decorating or other preparation must be done on the day the function takes place. Clean up must also be performed on the same day.

The following items must be taken care of by the user following each use:

- The kitchen must be clean including, but not limited to, emptying the refrigerator, wiping counters, emptying and cleaning the sink, wiping any spills.
- Sweep floors and stairs including damp mopping any spills.
- Tables and chairs must be returned to their proper place (fold tables and chairs and stack against the wall).
- Take all trash with you.
- Make sure toilets are flushed.
- Turn heat down to 55 degrees.
- Shut off hot water heater.
- No smoking.
- No telephone service available – bring cell phone.

***The user will be responsible for bringing cleaning supplies.***

Adopted with changes: January 23, 2017  
Board of Selectmen:

Roland C. LePage, Jr. Chair. \_\_\_\_\_

Joanne L. Andrews

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John M. Medici

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# LIMERICK BRICK TOWN HALL USAGE AGREEMENT APPLICATION

The following items must be taken care of by the user following each use:

- Per NFPA 101, Life Safety Code maximum occupancy for the first floor is 76 persons and 90 persons for the second floor.
- The kitchen must be clean including, but not limited to, emptying the refrigerator, wiping counters, emptying and cleaning the sink, wiping any spills.
- Sweep floors and stairs including damp mopping any spills.
- Tables and chairs must be returned to their proper place (fold tables and chairs and stack against the wall).
- Take all trash with you.
- Make sure toilets are flushed.
- Turn heat down to 55 degrees.
- Shut off hot water heater.
- No smoking.
- No telephone service available – bring cell phone

The User will be responsible for providing the cleaning supplies. All decorating, room preparation and clean up must be performed on the day of the function.

By signing below I acknowledge that I have read and understand the Limerick Brick Town Hall Policy For Use and agree to abide by that policy and the aforementioned conditions.

Signature of User \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_ Photo ID: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home - \_\_\_\_\_ Cell - \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Date of use: \_\_\_\_\_ Type of function: \_\_\_\_\_

Will alcohol be served?: Yes or No If Yes, please note:

If liquor is to be served at any function, a law enforcement officer must be present and a bartender or catering service must be in attendance and the user will be responsible for arrangement and payment of their services. Appropriate temporary liquor licensing must be obtained from the State of Maine.

Amount of Fee Paid: \_\_\_\_\_ Date Received: \_\_\_\_\_

Amount of Deposit Paid: \_\_\_\_\_ Date Received: \_\_\_\_\_

Key # Issued: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Key Returned to: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Custodian signature: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

Custodian Comments: \_\_\_\_\_

Selectmen signature: \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit Refund Amount: \$ \_\_\_\_\_ Refund Check #: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Treasurer signature: \_\_\_\_\_

Adopted with changes: January 23, 2017

Board of Selectmen:

Roland C. LePage, Jr. Chair.

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Joanne L. Andrews

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John M. Medici

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**FEE WAIVER FOR**  
**THE TOWN OF LIMERICK**  
**MEETING ROOMS AND THE**  
**BRICK TOWN HALL**

All Town related committees and/or offices

Research Club

Historical Society

Ossipee Valley Christian School

American Legion

Shaker Valley Little League

Girl Scouts

LiNe Lions

Boy Scouts

All Limerick Churches

The Church of Jesus Christ of Latter-day Saints

Sokokis Lake Association / Pickerel Pond Association

DECMA (Downeast Country Music Association Inc)

Snowmobile Club

*\*\*Groups not listed must get an approval/waiver from the Board of Selectmen. Note: only non-profit groups can request a waiver and it only pertains to the User Fee. The group is still responsible for a Security Deposit.*

Adopted with changes: January 23, 2017  
Board of Selectmen:

Roland C. LePage, Jr. Chair.

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Joanne L. Andrews

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John M. Medici

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**APPLICATION FOR B.Y.O.B. FUNCTION PROCEDURE**

- Applicant fills out application – Board of Selectmen sign
- Application is returned to applicant who then forwards to the State of Maine (address is on form) with a check in the amount of \$10.00 payable to the Treasurer, State of Maine.
- State of Maine requires an advance of 72 hours of said event or gathering. If the application cannot be submitted within that time frame to the state, then the town shall not accept the application.
- Once document is received back from the State, a copy must be brought to the Town. Upon receipt, a Usage Agreement will be issued.

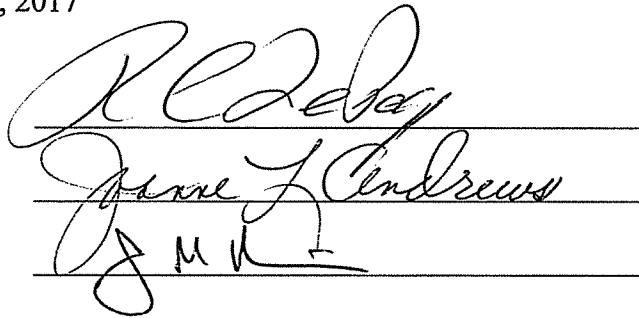
Adopted with changes: January 23, 2017

Board of Selectmen:

Roland C. LePage, Jr. Chair.

Joanne L. Andrews

John M. Medici



Handwritten signatures of Roland C. LePage, Jr., Joanne L. Andrews, and John M. Medici, each written over a horizontal line.