

**APPLICATION FOR USE OF THE SORRENTO COMMUNITY BUILDING**

NAME OF APPLICANT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

EVENT \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

START & END TIME \_\_\_\_\_

All users of the Sorrento Community Building **MUST** provide the Town Office with a **CERTIFICATE OF GENERAL LIABILITY INSURANCE NAMING THE TOWN AS AN ADDITIONAL INSURED** (Not applicable for Sorrento Community Events open to the public). This is a requirement of the Town's Insurance Company. **HAVE YOUR INSURANCE AGENT FAX THE CERTIFICATE TO THE TOWN OFFICE 207-422-3737 ONE WEEK BEFORE THE DATE OF THE EVENT.**

Insurance Agent \_\_\_\_\_ Telephone Number \_\_\_\_\_

\_\_\_\_\_ I agree to leave the Sorrento Community Building in the same condition in which it was found. The tables and chairs will be wiped down and stacked, floors cleaned of any spills, the kitchen cleaned and the kitchen floor mopped. **It is my responsibility to see that all trash is taken upon leaving the building. NO PICTURES ARE TO BE TAKEN DOWN OR MOVED IN THE BUILDING.**

\_\_\_\_\_ **ALL** children under the age of 18 will be under immediate supervision of an adult in **ALL** areas of the building, inside or out.

\_\_\_\_\_ I will be financially responsible for any long distance calls that are placed during the time that I am using the building.

\_\_\_\_\_ I understand that **NO ALCOHOLIC BEVERAGES ARE ALLOWED** in the building unless a caterer or bartender, with proof of liquor liability insurance, is hired. Proof must be provided to the Town Office one week before use of the building, AND I will have a constable in attendance at all times during the event **at my own expense.**

Will Liquor be on premises? \_\_\_\_\_

Name & phone number of Constable/Deputy \_\_\_\_\_

Name & phone number of Caterer or Bartender \_\_\_\_\_

The fire lanes to the garage where the fire trucks are housed **WILL BE KEPT OPEN AT ALL TIMES. THE FIVE MARKED SPACES NEXT TO THE TOWN OFFICE WILL BE LEFT VACANT FOR TOWN BUSINESS DURING REGULAR BUSINESS HOURS.**

The key to the Community Building must be returned to the Town Office (or the drop-box by Town Office back door), by the next day after your event. The condition of the building and grounds will be checked before your security deposit/cleaning fee check will be returned to you.

(continued)

**FOR TOWN USE ONLY**

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Refundable Cleaning Fee \$100.00 Check # \_\_\_\_\_ Date Received \_\_\_\_\_ Date Returned \_\_\_\_\_

User Fee - Non-Resident \$100.00 Check # \_\_\_\_\_ Date Received \_\_\_\_\_

Resident \$50.00 Check# \_\_\_\_\_ Date Received \_\_\_\_\_

Certificate of General Liability Insurance naming Town of Sorrento as Additional Insurance received \_\_\_\_\_

Proof of Liquor Liability Insurance received \_\_\_\_\_

Approved by Sorrento Board of Selectmen on \_\_\_\_\_

Date

Selectboard: \_\_\_\_\_

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**BUILDING REGULATIONS:**

1. When you leave your activity, check to make sure **ALL** lights are turned off and **ALL** windows and doors are shut tight and locked.
2. After activity, leave premises clean –
  - a. All tables used must be thoroughly washed.
  - b. Take down tables and chairs and return as found.
  - c. Sweep floor and spot wash spills (cleaning supplies in bathroom).
  - d. Take all trash/garbage with you when you leave.
3. If heat is used, turn thermostats to 50 degrees before leaving (one in each front room).
4. If kitchen is used, check kitchen rule list beside the kitchen door.
5. Events are to be held in front rooms only. **Meeting Room and basement are not to be used.**
6. Only non-flammable decorations are to be used. **NO** tape or tacks are to be used on **walls**. Thumb tacks or tape MAY be used only on top or edge of **woodwork**.
7. **ABSOLUTELY NO GLITTER, CONFETTI, SPRINKLES, SPRAY STRING, ETC. TYPE OF DECORATIONS.**
8. Ceiling fans are not to be touched or anything hung from them. The lights are not to have anything taped to or hung from them.
9. The Applicant will be responsible for any long distance phone calls placed during their use of the building.
10. Building is to be cleaned and vacated by 1:00 AM curfew.
11. No pictures are to be taken down or moved in the building.
12. The outside grounds are to be left clear of trash. All trash must be taken with you.

**KITCHEN RULES:**

1. BE SURE all appliances (except refrigerator) are off.
2. Remove unused food from oven, refrigerator and microwave.
3. Wash all dishes used.
4. Wash counters and stove top and clean sink.
5. Mop kitchen floor.
6. Place used dish towels and cloths on rack by radiator.
7. Take all your trash with you when you leave.

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**I have read this form in its entirety and understand my responsibilities as outlined in this agreement. It is my responsibility that the regulations and rules of this agreement are followed.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

RETURN COMPLETED APPLICATION TO:  
(Date will be reserved upon receipt of  
application and fees)

TOWN OF SORRENTO  
79 POMOLA AVENUE  
SORRENTO, ME 04677  
Or FAX 207-422-3737 Or Email [TownOffice@SorrentoMaine.org](mailto:TownOffice@SorrentoMaine.org)

FEES TO THE TOWN OF SORRENTO must be paid by check or credit card (you will incur a processing fee of 2.5% with a minimum \$1) with application.