

TOWN OF STONEHAM
COMMUNITY ROOM
RESIDENT AGREEMENT

Town Of Stoneham, PO Box 91, Stoneham, ME 04231

207-928-2155 Tues - Fri, 1PM to 5PM

THE TOWN HAS 1 FIVE-FOOT TABLE & 30 CHAIRS.

THE FIRE DEPARTMENT HAS 9 EIGHT-FOOT TABLES & 80 CHAIRS, A SMALL 3-PART WARMER, 1 ELECTRIC ROASTER (SUITABLE FOR LARGE QUANTITIES), AND TABLE SETTINGS FOR 80 (NOT INCLUDING GLASSES).

PLEASE BRING PAPER GOODS (IF YOU'D RATHER NOT WASH DISHES), NAPKINS AND SERVING DISHES WITH YOU.

IF YOU ARE DECORATING, IT IS PREFERRED THAT YOU DO NOT USE ANY TACKS OR TAPE ON THE WALLS. TAPE MAY BE USED TO SECURE DECORATIONS FROM THE CEILING VENTS, FLUORESCENT LIGHT FIXTURES, AND THE WOOD TRIM (POLY FINISH WON'T PEEL OFF WITH THE TAPE LIKE THE PAINT ON THE WALLS). TACKS MAY BE USED ON THE BULLETIN BOARDS.

IT IS UNDERSTOOD THAT THE ROOM WILL USED BY:

NAME _____

ADDRESS _____

PHONE _____

ON:

THE DOUBLE DOORS ON THE COMMUNITY ROOM WILL BE UNLOCKED FOR YOU ON THE MORNING OF YOUR EVENT.

(IF YOU ARE GOING TO DECORATE THE DAY BEFORE, PLEASE CALL THE TOWN OFFICE SO YOU CAN BE LET IN.)

UPON LEAVING, THE FOLLOWING WILL NEED TO BE DONE:

- ___ VACCUUM (YOU'LL FIND IT OUT IN THE FIRE STATION)
- ___ REMOVE TRASH (TRASH BAGS ARE PROVIDED)
- ___ WASH ALL DISHES, WIPE DOWN COUNTERS, & CLEAN OUT SINK
- ___ CHECK AND CLEAN BATHROOMS IF NECESSARY
- ___ TURN DOWN THE HEAT
- ___ LEAVE AS TIDY AS YOU FOUND IT
- ___ TURN OFF ALL LIGHTS
- ___ LOCK THE FRONT ENTRY DOOR TO THE FIRE STATION

THE CHARGE FOR THE USE OF THE ROOM **IS \$25.00** PAYABLE IN ADVANCE.

THANK YOU AND ENJOY OUR ROOM.

BY SIGNING THIS AGREEMENT YOU REALIZE THAT IF THERE ARE ANY DAMAGES TO THE ROOM OR ITEMS LISTED ABOVE OR ANY ITEMS ARE FOUND TO BE MISSING, YOU WILL BE RESPONSIBLE FOR THE COST OF REPAIRS AND/OR REPLACEMENT.

DATE: _____

SIGNATURE: _____

WITNESS: _____