



As the place “where the island meets,” the Islesboro Community Center makes its facilities available for events and activities that bring people together.

Several of the Community Center’s indoor and outdoor spaces are available for private rental, but any use must align with the ICC’s mission to support, nurture and connect our island community. The ICC especially welcomes the use of its facilities for events and activities that are accessible to everyone and further the Community Center’s four focus areas: activities for young people, health and wellness, meals and food resources, and education and enrichment. Space cannot be made available for events that are inconsistent with the ICC’s mission, for partisan political activities, or events that are otherwise prohibited by the ICC’s status as a 501(c)(3) tax-exempt organization.

Rental fees help support the ICC’s programming, operation, and maintenance, allowing the building and park to serve as an activity hub, gathering place, and shelter 365 days a year. The ICC Executive Director, in consultation as needed with the board of directors, has discretion to approve or deny requests to use the Community Center’s building and Community Park, and to set, negotiate, and collect rental fees. Fees are calculated on a scale that considers the space being rented, use, accessibility, burden on ICC staff and resources, and benefit to the island community.

Community Hall and Cafe rentals include use of tables and chairs. Kitchen rentals include use of dishes and silverware. Spaces must be left in clean and orderly condition, with all items returned to their original location. Failure to do so will incur a cleaning fee. Tables, chairs, linens, dishes, and silverware are also available for rental for off-site use. If items are not returned by the end of day according to the rental agreement, a late fee will be incurred. Any lost, damaged, or unreturned items will incur a replacement fee.

Rental Fee Schedule

Area	Use	Current Rate
Community Hall	Parties, business, personal, movies	\$100/hr
Community Park Tent	Personal, Parties	\$200/day
Kitchen	Workshops, Pop-ups, Parties	\$25/hr \$100/day
Café	Pop-ups, Parties, Private events	\$50/hr
Youth Center	Parties, other	\$100/day
Conference Room	Meetings, workshops	\$25/hr \$100/day
Community Hall	Fitness class rentals	As negotiated
Wellness Space	PT, acupuncture, massage, etc.	As negotiated
Furniture & Dishware	Dishware for 50 or fewer	\$50
	Dishware for 100 or fewer	\$100
	25 chairs or fewer	\$100/day
	26-50 chairs	\$200/day
	51-75 chairs	\$250/day
	76-100 chairs	\$300/day
	100+ chairs	\$350/day
	Tables	\$50 each/day
	Linens	\$15 each/day
	Pizza Oven	\$500/day *Includes pickup, delivery, and wood

Effective Date October 2024

ISLESBORO COMMUNITY CENTER
RENTAL AGREEMENT

Renter Information:

Date:							
Renter's Name:			Cell Phone:				
Home Phone:			Work Phone:				
Email:							
Address:							
Town/City:		State:		Zip:			
I would like to rent (check all that apply):		Community Hall		Kids Club			
		Office		Conference Room			
		Wellness Room		Kitchen			
Equipment I would like to rent (check all that apply & input amount):		Item		Amount			
		Dishware					
		Chairs					
		Tables (round, rectangle)					
		Linens					
Rental Dates:							
Name or Type of Event (if applicable):							
Expected Attendance:							
Event Date:		Start Time:		End Time:			
Set Up Date:		Time:		Clean- up Date:		Time:	
Additional Dates (if more than one day/evening):							

Music? (Circle one) Yes No		(circle one) Live Recorded	
A certificate of liability insurance may be required, depending on the type of event. See Facility Use Guidelines.			
Liquor being served? (circle one) Yes No			
If "Yes" a certificate of liability insurance WILL be required. See Facility Use Guidelines.			
Catered Event? (circle one) Yes No			
Caterers must be pre-approved by the Islesboro Community Center Director.			
Caterer's Information:			
Business Name:			
Phone:			
Address:			
City:	State:	Zip:	
Contact Person:			

Indemnity:

Renter agrees that it shall indemnify, defend, and hold harmless the Islesboro Community Center and its employees, volunteers, and officials from and against any and all damage, loss, claims, suits, demands, actions, fines, damages, liabilities, costs, and expenses (including, without limitation, reasonable attorney’s fees) arising out of or in connection with damage to property or injury to persons (including death) which arise out of Renters use of the Facility, including any acts or omissions of Renter, its agents, contractors, employees, invitees, servants, or subcontractors. Renters shall provide the Islesboro Community Center with immediate notice of any injury or damage to persons or property in, to, or around the Facility of which it is aware.

Use Guidelines: Renter has received, understands, and agrees to abide by the Facility Use Guidelines and the terms of the Rental Fee Schedule.

I have toured the building **prior to** my event and agree that it is clean and in good repair.

Renter’s Initials [] or **N/A** []

I agree to the fees outlined in the Rental Fee Schedule and understand that I will be held responsible for any lost, unreturned, or damaged items/equipment.

Signatures:

Renter _____ **Date**

ICC Representative _____ **Date**

Total Rental Fee: (make checks payable to Islesboro Community Center)

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Facility Use Guidelines

General Information

We are pleased to host your event between the hours of 8:00 a.m. and 11:00 p.m. This includes set-up and clean-up. The Executive Director will be happy to discuss space availability with you. Our telephone number is 207-734-8200.

Catering – Food and Beverages

Outside caterers are welcome but must be pre-approved by the ICC Executive Director. There is a surcharge for the use of the kitchen (found on our Rental Fee Schedule Form). The client is responsible for leaving the facility in good condition, the condition in which it was received. This includes removing all trash and recycling, including bottles, from the ICC directly after the event. The client will be charged a \$250 fee for any additional cleaning expenses incurred by the ICC.

Alcohol

If the client wishes to offer alcohol at an event, a certificate of insurance is required. These are available inexpensively online at www.wedsafe.com. The ICC needs to be named as an “Additional Insured.” Servers need to have a Maine servers permit/be “tip certified.” Alcoholic beverages may not be taken into the parking lot.

Music

Only indoor music is permitted, and only during the hours of 8:00 a.m and 10:00 p.m. Due to our residential location, the ICC reserves the right of final approval of your entertainment selection.

Equipment

The client is responsible for the set up of equipment and event necessities.

The ICC owns approximately 140 white folding chairs, 4- 8 x 30 rectangle tables, 3- 6 x 30 rectangle tables, 6- 4ft round tables, and 8 – 5 '6" round tables which may be rented at a fee specific to each item. All items must be returned clean and undamaged to their original location. The client will be charged a \$250 fee for any missing or damaged equipment.

Off-site equipment rentals may be picked up anytime during the day of the event and must be returned the day following the event.

Decorations

Tabletop, freestanding, and easel-supported decorations are welcome, as are cut flowers. Please refer to the list of prohibited items below. All decorations must be removed from the facility at the end of the event. The ICC is not responsible for any possessions left behind.

Prohibited Items

Due to fire code, health and safety concerns, and standards for building maintenance, the following are prohibited at the ICC:

- Ice sculptures
- Chocolate fountains
- Bubbles
- Free Standing Candles
- Oil lamps
- Displays affixed to walls

Smoking is not permitted in the facility.

Access

We ask that your guests enter the ICC through the main entrance on Mill Creek Road. Most public areas of the ICC are wheelchair accessible. Please notify the Executive Director of any guests who require special needs.

Parking

The ICC has a parking area adjacent to the building that fits 17 cars. On street parking is located within walking distance of the ICC. An additional parking area is located at the Friedrich's property on Pendleton Point Road. We are unable to provide reserved parking for contractors such as photographers, musicians, caterers, etc. For larger events (50 people plus) it is strongly suggested that you use a parking attendant during guest arrival and departure.

Insurance

The ICC may require evidence of liability insurance for the date of your event. This is usually available for a modest cost from your homeowner's insurance company or online on a per event basis from companies such as www.wedsafe.com.

Payment

Payment is expected prior to the event. The ICC reserves the right to cancel the event if payment is not received prior to the event.

Directions

The Islesboro Community Center is located on scenic Islesboro, 20 minutes off the coast of Lincolnville Beach between Camden and Belfast.

Directions from points South: Take 1-295 north to Brunswick and continue north on Route 1 through Camden. Follow Route 1 to Lincolnville, turn right onto McKay Road and board the ferry as directed. Disembark the ferry, follow Ferry Road to the stop sign and turn right onto Mill Creek Road. Following Mill Creek Road, the ICC is located on the right at the corner of Mill Creek and Pendleton Point Road.

Directions from points North: Take Route 1 south through Belfast to Lincolnville. Turn left onto McKay Road and board the ferry as directed. Disembark the ferry, follow Ferry Road to the stop sign and turn right onto Mill Creek Road. Following Mill Creek Road, the ICC is located on the right at the corner of Mill Creek and Pendleton Point Road.

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