

# TOWN OF BOWDOINHAM

## TOWN HALL RENTAL POLICY

### 1. Purpose

The Purpose of this Policy is to set clear requirements on the rental and use of the Town Hall building and chairs and tables in the building.

### 2. Authorized Use

The Town Hall may be rented to any resident, Bowdoinham organization or group, and non-resident or non-resident organization or group.

### 3. Rental Fees

A. Regular Rental (24-hour time period):

The Rental Fees outlined below are for a 24-hour time period. Additional time may be allowed for set-up and clean-up, depending on the rental schedule. If the rental schedule does not allow for extra time, set-up and clean-up must be accomplished during the 24-hour rental period. The rental includes use of the tables and chairs in the building. The Town Hall will be rented on the following fee schedule:

- Municipal User: No charge
- ~~Bowdoinham Non-Profit Organization: \$150.00~~
- Bowdoinham Resident or Group: ~~\$200.00~~
  - Small Event (fewer than 50 people): \$100.00
  - Large Event (50–100 people): \$200.00
  - Event (100+): \$400.00
- Non-Resident or Outside Organization: ~~All Other Users — \$250.00~~
  - Small Event (fewer than 50 people): \$150.00
  - Large Event (50–100 people): \$250.00
  - Premium Event (100+): \$500.00

Recurring Use Discount: Organizations or individuals booking the Hall on a monthly or more frequent basis may receive a discount of 20% on the base rental rate, subject to a minimum commitment of three events. Such discount is subject to approval by the Town Manager.

Winter Energy Surcharge: A surcharge of \$100.00 shall be added to all rental rates for events held November - March. This surcharge reflects the higher cost of heating the building during these months. The surcharge shall be disclosed in the rental agreement at time of booking.

Payment shall be made when reserving the Hall. Reservations shall not be held until payment is made.

B. Long-Term Rental

The Town Hall can be rented for longer than a 24-hour period or for several days over a period of time. When this is requested, the Town Manager may offer a discount on the Regular Rental Fees depending on the purpose of such long-term rental.

C. Cleaning Fee

The renter may pay an additional \$150.00 fee for the Town to clean the Hall after the event.. If this option is selected, the fee is due at the time of reservation. An additional \$50 per hour will be charged for over 3 hours of cleaning

D. Waiver of Rental Fees

The Town Manager has the authority to waive or reduce any and all rental fees noted above. Such waiver may take into consideration the organization requesting the waiver, the purpose of the event and ~~the ability of the renter to pay the rental fee~~ the timing of the event.

**4. Security Deposit**

A \$250 security deposit is required at time of reservation to be held at the Town Office. The security deposit will be returned when the key is returned and if the Hall is completely cleaned, left in good order and no damage is evident. The security deposit will not be returned if the key is not returned, or if the Hall is not cleaned, or if there is damage from the renter.

The renter is responsible for any and all damage during and associated with the use of the Bowdoinham Town Hall and will be billed for any damage and/or cleaning necessary in excess of the security deposit.

**5. Other Policies and Rules**

- A. The Town will maintain a calendar for the Town Hall listing events and rental times and will schedule all use of the building.
- B. Music and noise will be kept at a level that does not offend the neighbors. All music must be turned off at 10:00 p.m. Sunday through Thursday. Music must be turned off at 11:30 p.m. Friday and Saturday.
- C. Smoking, vaping and open flames are not permitted in or within 25 feet of Town Hall.
- D. Alcohol can be consumed on the premises; however, the person renting the Hall assumes all liability resulting from the use of alcohol. No person under the age of 21 shall be allowed to drink alcohol or use tobacco or cannabis products on the premises.
- E. The Town Manager, under their sole discretion, may prohibit a group or individual from using the Hall.

- F. It is the responsibility of the user to turn heating system back to listed temperature immediately after use.
- G. The renter is responsible for following the Town Hall Rental Agreement. Town will provide cleaning supplies at the Town Hall.
- H. The chair racks are for chairs only. Climbing and/or hanging on the racks is not allowed.
- I. Nothing is allowed to be adhered to the walls, including but not limited to tape, pins, tacks, nails. Only magnets may be used on the metal.
- J. Helium filled balloons are not allowed in the Hall.
- K. The Maximum Capacity of the Town Hall is 244.
- L. There are 29 marked parking spaces available on-site.

**6. Town Hall Rental Checklist**

A Town staff member will provide an initial tour of the facility before its use to ensure the building is in proper condition for the event and that the renter understands their responsibilities. A staff member will also inspect the building after the event to ensure the building has been returned to its proper condition.

Please see attached “Town Hall Rental Agreement” for specifics.

Amended: October 14, 2025, and July 28, 2026.

Town of Bowdoinham  
Select Board

\_\_\_\_\_  
Joanne Joy, Chair

\_\_\_\_\_  
Allen Acker

\_\_\_\_\_  
Mark Favreau, Vice-Chair

\_\_\_\_\_  
Shelley Hooper

\_\_\_\_\_  
Jason Hodde

## Town Hall Rental Agreement:

I have read the Town of Bowdoinham Town Hall Rental Policy. I agree to abide by the Policy and accept all responsibility for any damage and liability during and associated with the use of the Bowdoinham Town Hall. An initial tour of the facility has been provided by a Town Office staff member and I understand my responsibilities in regards to this checklist. I acknowledge that the facility is currently in proper order, according to the Town's standards.

Date of Rental: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_

Print Name: \_\_\_\_\_ Telephone# \_\_\_\_\_

Signature: \_\_\_\_\_

Cleaning Fee Paid: \_\_\_\_\_

### To Do at the Conclusion of Event:

- ☐ Put chairs and tables back to designated area. Chairs and tables shall not be placed in entryway by School Street. There are 160 chairs and 24 tables.
- ☐ Sweep and mop ENTIRE hall, including entries, bathroom, and kitchen. (*Cleaning Fee*)
- ☐ Clean kitchen, counters, sink, refrigerator and microwave. (*Cleaning Fee*)
- ☐ Remove any litter left on the grounds/parking lot.
- ☐ Bag and remove all trash and empty returnable containers, including bathroom and kitchen. (*Cleaning Fee*)
- ☐ Turn the heat pumps to the original setting- \_\_\_\_\_
- ☐ Turn off all lights and fans.
- ☐ Close all windows and lock all exits.
- ☐ Return key and this sheet to Town Office or Town Office drop box

The Town Office will have 2 business days to inspect the hall and refund the deposit.

Refund: ☐ Approved ☐ Denied Date: \_\_\_\_\_

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

Town Office Staff Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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