

POLICIES GOVERNING THE USE OF THE COOPER COMMUNITY CENTER  
Cooper, Maine

USE OF BUILDING

The **Town of Cooper** will have the highest priority of buildings' use, due to its need to provide essential Town services. All other organizations are subject to the following priority schedule:

1. Non-profit organizations
2. Youth Groups
3. Personal Gatherings (baby, wedding showers, family reunions, wedding receptions, etc)
4. Profit making organizations

FEES

All groups and organizations will be charged \$50 per day. Additional time required for set-up and/or clean-up time *may* be charged. Fees for use by non-profit organizations and youth groups may be reduced or waived by the Select Board.

**RULES AND REGULATIONS**

1. All reservations and arrangements for use of the center must be made and paid in advance through the Cooper Town Clerk (454-3448).
2. The organization will be held responsible for seeing that the building rules and regulations are adhered to by their group.
3. A group leader must be present when his/her group, or any part of his/her group, is holding a session in the building for any purpose, and must stay until all members of that group have left the building.
4. Each organization, under the supervision of its leader, is responsible for each of the following items:
  - (a) Making sure all windows and doors, including exit doors, are closed *and locked* before leaving the building.
  - (b) Turning off all lights before leaving the building.
  - (c) Abiding by the policies governing use of the building, including payment of property damages caused by their organization, including payment of fees.
5. Alcoholic beverages are not permitted in any part of the building *or grounds*, and group leaders are expected to see that this rule is observed.
6. Smoking is not permitted in the building, *or on the grounds*.
7. Each organization is responsible for immediately reporting ALL DAMAGES, ANY RULE VIOLATION, & DISCREPANCIES in operating procedures of the building to Cooper Town officers.
8. Tables and chairs will not be loaned to the public to be used outside of the building without express permission of the Select Board.
10. Failure of an organization to abide by these rules and regulations may result in that organization losing its building privileges.
11. The responsibility of enforcing rules and regulations rests with the Select Board and the Town Constable.
12. *The Town shall indemnify and hold harmless the USER from claims, suits or liabilities resulting from the negligence of the Town, its officers, agents and employees. The USER shall indemnify and hold harmless the Town, its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the USER.*

13. The USER shall hold harmless, indemnify and defend the Town against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inaction of the USER related to its use or operation of the premises. The Town shall hold harmless, indemnify and defend the USER against liabilities, expenses and losses imposed upon them as a result of the actions or inaction of the Town's employees, officers or agents related to its ownership of the Premises. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the USER, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA Section 8101 et seq. or any other privileges or immunities as may be provided by law.
14. The USER shall provide the Town of Cooper with a Certificate of Insurance naming the Town as an Additional Insured.

\_\_\_\_\_  
Signature of Person in charge of activity

Date of use: \_\_\_\_\_

Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

Purpose of function: \_\_\_\_\_

Applicable Fee \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**Checks to be made payable to: Town of Cooper**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Reason(s): \_\_\_\_\_

Fee: \_\_\_\_\_ Date paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title