

**Town of Cumberland
290 Tuttle Road
Cumberland, Maine 04021
(207) 829-5559**

Policies and Rules for Use of Town Meeting Rooms

1. All Town Committees and Boards will have precedence over any group requesting a meeting room.
2. Arrangements for use of conference rooms or Council Chambers should be made with Brenda Stiffler at 829-2205, or Tammy O'Donnell, at 829-5559.
3. For access to Town Hall after business hours, keys are available to be signed out during regular business hours at the front counters.

Business hours are:

Monday	-	8-5 p.m.
Tuesday	-	8-5 p.m.
Wednesday	-	8-5 p.m.
Thursday	-	8-6 p.m.
Friday	-	8-12 p.m.

4. There will be no alcohol, or smoking allowed on the premises at any time. Food and beverages will be allowed, however, it is requested that any group using the facilities also clean the room they are using when finished. Groups are responsible for any damage that may occur during use.
5. The three rooms available are: The West Conference Room, which will hold approximately 8 people, the East Conference Room, which will hold approximately 12 people, and the Council Chambers, which will hold up to 100 people.

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Use of Facilities Agreement

Name of Organization: _____

Name of Representative: _____

Address/Telephone: _____

Facilities Requested: _____

Special Equipment: _____

Date and Time Requested: _____

Purpose for Use: _____

The applicant organization's representative has read and agrees to the Policies and Rules for Use of Cumberland Town Hall (on reverse). In addition:

1. The organization and the organization's representative hereby agree and undertake to save and hold blameless Cumberland Town Hall from any and all claims for damages, personal and otherwise, that may arise out of the use of Cumberland Town Hall and its property, whether by a member of the above-named organization or by other persons using or enjoying said property, and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence, whether on the part of the organization, the organization's representative, Cumberland Town Hall, or all three.

2. The organization and the organization's representative will be responsible for and agree to pay for damages done, exclusive of ordinary wear and tear.

Organization's Representative

Cumberland Town Hall Rep.

Title

Title

Date filed

Date approved