

COMMUNITY HOUSE USER

July 1, 2007 - June 30, 2008

FROM: _____
(organization/group)

Contact Person: _____

Address: _____

Phone: (day) _____ (evening) _____

MEETING DATES: _____

Please Circle Day(s) of Week: Mon Tues Wed Thurs Fri Sat Sun

Hours Requested: From: _____ To: _____

Frequency of Use: () once () weekly () bi-monthly () monthly

Name of people who have keys: _____ **# of Keys** _____

For Community Services Use Only

Date Received: _____ () Approved () Denied _____ **Initials**

*Complete and return to Yarmouth Community Services
200 Main Street, Yarmouth, Maine 04096*

Yarmouth Community Services User Information List

Please review and adhere to the following list.

- 1) All reservations are handled on an annual basis through the Community Services office. Reservations are made in writing prior to June 30th for the following July 1st through June 30th meeting dates.
- 2) Any other changes or additional requests can be made with Community Services at any time.
- 3) Please keep the Community House clean. It is imperative that groups cleanup after themselves.
 - a. If you use dishes, please wash, dry and put away.
 - b. Make sure all table and chairs are returned to their proper location.
 - c. Do not borrow any equipment without advance permission from Community Services.
- 4) Key are issued by Community Services only. Please do not duplicate them.
- 5) If you discover any problems with the condition of the building, (i.e. heating, lighting, plumbing, etc.) please contact Community Services at 846-2406 as soon as possible.
- 6) Please make sure all doors and windows are closed and locked upon your departure.

Your compliance with the above rules will help us to facilitate the many public groups who utilize this valuable community resource. Your appreciation is appreciated.

Community House address: 179 East Main Street
Phone: 846-2409