



Castine Historical Society

P.O. BOX 238 - CASTINE, ME 04421

POLICIES AND REGULATIONS REGARDING USE OF FACILITIES BY GROUPS AND/OR INDIVIDUALS

Thank you for your interest in using the facilities of the Castine Historical Society (“Facilities”). Because of the uniqueness of our collection and our Facilities, CHS does not allow any activity or event which may result in damage or disturbance to the collection or Facilities. At all times, CHS programs and activities have priority for the Facilities’ use.

This *Policies and Regulations Regarding use of Facilities* is applicable to all groups and individuals (“Users”), excluding groups and individuals exempted in writing by the Castine Historical Society. Before use of CHS Facilities is granted, the User must complete the application form, which acknowledges acceptance of terms specified herein, and submit it to CHS for final approval.

The Castine Historical Society reserves the right to accept or deny requests for use of the Facilities.

The Castine Historical Society does not charge for the use of its Facilities but a donation from Users is welcomed.

REGULATIONS:

- The User’s objectives and use of the Facilities shall not conflict with the mission of the Castine Historical Society.

Mission Statement:

We seek to invigorate our community through collaborative exploration and stewardship of our region’s rich history, engaging residents and visitors of all ages in Castine’s extraordinary past and, through it, that of New England and North America.

- Users (individuals, businesses, organizations) shall be responsible for the supervision and control of their agents, employees, guests and contractors and their activities at the Facilities. Users shall indemnify and hold harmless, assume liability for and defend, the CHS, its officers, employees, and agents from and

against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, which in any manner arise or are alleged to have arisen, from the acts, omissions or wrongful conduct of its officers, employees, agents, guest and contractors in connection with their occupancy or use of the Facilities.

- User shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, action, or damages, including liability for injuries to any person or persons or damage to the Facilities arising at any time during and/or arising out of in any way connected with User's use of occupancy of the Facilities. Such insurance shall name the CHS, its officers, employees, and agents as additional insureds at least 14 days prior to use of the Facilities, which shall be endorsed to provide 30 days notice to CHS or cancellation or any change of coverage or limits.
- Access to the Facilities for set up and any deliveries must be arranged in advance and approved by CHS.
- In compliance with State and local fire codes, the maximum room occupancy may not exceed the designated room capacity. Aisles and fire exits shall remain open.
- A limited number of tables and chairs are available for use. Set up and take down are the responsibility of the User.
- Users agree not to damage, destroy, or deface the Facilities and agree to be responsible for the cost of repair or replacement of any CHS property damaged, destroyed, or defaced by those in attendance. No nails, tacks, screws or similar articles may be driven into any interior or exterior surfaces. All decorations shall be put up without the use of tape and without defacing the Facilities.
- No open flames are permitted anywhere on the premises except for caterer's use of sterno.
- Smoking and use of tobacco products is not permitted in or on any parts of the Facilities.
- No animals are permitted at the Facilities, with the exception of service animals.
- The Facility has no kitchen. Users who will be serving food and drink must bring all equipment that is needed for their event.
- If the User chooses to use an outside caterer, CHS must pre-approve the caterer. The caterer must follow all state and local laws and health regulations, as well as read and agree to the *Policies and Regulations Regarding Use of the Facility*.
- Alcohol may be served in compliance with applicable State regulations. The sale of alcohol is strictly prohibited.
- Event hours as stated on the application shall include all event set-up and clean-up time. Evening events shall be concluded, cleaned up, and the Facilities vacated

and closed by 10 p.m. Music and noise must be held at a respectful level. No fireworks allowed.

- Users shall be responsible for leaving the Facilities in the same condition as found prior to the event. All furniture and equipment shall be placed in customary position, floors swept, carpets vacuumed, and trash removed. All items brought in must be taken away, including flowers, vases, partially consumed bottles, etc.
- Users shall be responsible for damage to the Facilities and property associated with the event and will be subject to reasonable clean-up, replacement and/or repair fees.
- No CHS equipment may be used, moved, or removed without prior written approval.
- CHS will not assume any responsibility for the damage or loss of any merchandise or articles left in the Facilities prior to, during, or following an event.
- Users shall not distribute any materials which indicate or imply any CHS endorsement or sponsorship.

The Castine Historical Society may review and modify this document at any time, as deemed appropriate.

Ratified Jan 2018