



Facility Rental Rules and Regulations

General Rental Rules and Policies

- Individuals requesting the use of any Recreation Department facility must be at least 21 years of age or older. Recreation Department Management may require a photo ID.
- Rentals must occur within regular hours of operation, unless authorized by the Recreation Director.
- Any duly authorized department employee shall have the right at any time during a function to enter any and all parts of the premises for the purpose of inspection.
- The Department will not be responsible for lost or stolen items.
- This agreement shall not be assigned nor shall you allow the premises or any part of the premises to be sublet.
- If the individual or organization that signs the rental contract does not abide by the facility policy and rules, the department may refuse that individual or organization any future rental requests.

Facility Rules

- Smoking of any kind, and the use of Drugs/Alcohol is not permitted within any Biddeford Recreation facility.
- All trash will be tied up and placed in the appropriate receptacle. Excessive trash incurring additional pickup charges will be billed to the individual or organization that signs the rental contract.
- The individual or organization signing the rental contract will be responsible for any missing or damaged items and will be responsible for any damage done to the building during the date reserved.
- The Renter agrees to ensure that the facility and all equipment in the building is left in its original condition.
- Events involving vehicles or animals (unless a service animal) are prohibited.
- If multiple rooms/areas are rented on the same day by different parties in facilities that allow for such set-ups, bathrooms and parking lots will be shared.

Decorations, Event Vendors, and Amenities

- Decorations shall not be permanently attached to the structure. The department will allow for the temporary placement of decorations using supplies provided by the department (examples: painter's tape, 3M wall adhesive, etc.). The renter must check with the Facilities Coordinator for exceptions.
- There shall be no rice, confetti, bubbles, silly string, glitter or birdseed allowed in the facilities.
- Bounce houses are prohibited.
- Any outside vendors (magicians, face painters, etc.) hired by the renter must be approved by the Facility Coordinator.
- Tables and chairs are to stay inside the facility.
- Footwear: certain facilities require specific types of footwear to be worn to prevent damage.
 - Tap shoes or shoes with heels that could cause damage to floors are prohibited.
 - Non-marking gym appropriate footwear to be worn in the J. Richard Martin Community Center Gym.
- For events held at the J. Richard Martin Community Center Gym, food and drink are permitted at the discretion of the Facility Coordinator.