



Facility Use Information

The Neighborhood House is a nonprofit corporation that sponsors many programs for the community. Portions of the facility are available for private use, subject to rules designed to protect and preserve the public character of the building.

The Neighborhood House recommends contributions for use of the facility based upon the nature of the event. It is not our intention to prevent the use of the building by any members of the community, so please contact our Office Manager, Alisha Burr, if you wish to discuss the contribution for your event.

To guarantee your event date, 25% of your total fee (as stated in the Facility Use Agreement) must accompany your signed contract. The remaining payment is due prior to the day of your event. Please note, The Neighborhood House is not staffed on the weekends. If your event is on a weekend, payment must be made by the Friday before your event.

Facility Tour:

Prior to your event, we strongly encourage making arrangements to tour the facility during our regular office hours (Monday – Friday, 9:00am-5:00pm) to familiarize yourself with the space, equipment, etc. If your event falls outside of our regular office hours, there will be no staff in the building to answer any questions you may have.

Spaces Available:

The following spaces are available for rent:

- Great Hall:
 - Size: 57 feet long x 30 feet wide, beams on ceiling are 15 feet from the floor
 - Capacity (totals reflect occupancy permits and must not be exceeded):
 - All chairs (with performance on stage): 200
 - Tables and chairs (seated dinner): 100 (tables will need to be moved for dancing)
 - A few tables and chairs (cocktail style event): 120-130
 - Stage: 16 ½ feet deep x 20 feet wide
- Restrooms
- Kitchen
- Anteroom: 28 feet wide x 16 feet long

All of these rooms are located on the first floor, which can be accessed by a set of stairs or a handicap accessible ramp on the north side of the building. There is also a set of stairs off the west side of the building into the Great Hall and a service ramp off of the east side of the building that leads to the hallway by the kitchen. This is a service entrance only, please do not use it as a gathering place.

There is absolutely no smoking in the building. If any attendees of your event need to smoke, please go out on the porch/steps off of the Great Hall, facing Rock End Road. **Do not smoke on the service ramp.**

Please be aware, at any time during your event there may be other groups occupying different areas of the building or downstairs in the fitness room. Individuals will occasionally use the front entrance on the main level to access the other levels of the building.

Sunday Events:

If your event is on a Sunday, you will not have access to the building until 12:00pm. There is a group that meets every Sunday until noon in the Anteroom and there are no other groups allowed in the building at the time.

Please note, if your event covers a span of a few days (eg. a wedding that has the space rented from Friday-Sunday), you still are not allowed in the building during this time. In addition, you **MUST** have the Anteroom completely cleaned out and left in the condition you found it after you're finished in the space on Saturday night.

Event Services:

The Neighborhood House is not staffed to provide catering services, special event services or consulting for your event. As we are a self-serve facility, tenants are responsible for all their own planning, set up, event, and clean up.

The building is frequently used and many events run back-to-back without a staff member coming in and checking the condition of the space in between. For this reason, upon departure, the building must to be left in the same condition in which it was found.

If your event requires additional rentals it is your responsibility to contact The Neighborhood House and make arrangements about rental equipment deliveries and when it may or may not be dropped off/picked up. If your event is on a Saturday, we understand most rental businesses will not pick up on Sundays, therefore it should be arranged to be picked up first thing Monday morning. If you know that the rental agency cannot come and pick up the items, then please make arrangements to remove it from The Neighborhood House. We have many other events going on and cannot house these items.

Decorations:

The Neighborhood House does not permit the use of helium balloons. Unfortunately, we have had too many get loose and float into the rafters, entangling in and damaging our fans.

There is to be NO tape, staples, tacks, nails, screws, etc. put into/on the walls and woodwork. There are eye hooks on the bottom of the beams around the Great Hall which can be used to hang things. We recommend stringing your decorations with clear fishing line. You can also hang things from the center beams. We do not have a ladder that reaches these beams so plan accordingly.

Audio/Visual Equipment:

Audio/visual equipment is NOT included in your rental of The Neighborhood House. It is the tenant's responsibility to bring any equipment they need. In certain circumstances we allow the use of our large projector screen (we do not have a projector) that covers the entire opening of the stage. The tenant must receive permission prior to the event for its use.

Please be aware, all amplified music and entertainment **MUST** end by 10:00pm.

Fireplace:

There is a large fireplace located in the anteroom. In certain circumstances, we allow the use of the fireplace but the tenant must receive permission prior to the event for its use. If given permission, the tenant is responsible for bringing all firewood, kindling, etc. DO NOT USE THE FIREPLACE if it is the slightest bit blustery or windy. The fireplace does not draft well and with any wind, the smoke will push back into the building. We have a hardwired smoke system. With the detection of any smoke, the alarms will let off a piercing sound, strobe lights will flash, and the fire department will show up.

Available For Your Use:

- **Kitchen:** We allow the use of our industrial kitchen equipment (stove, refrigerator, freezer, microwave, dishwasher) as well as any pots, pans, utensils and serveware available at the time. We cannot guarantee the availability of any particular item for your event. All equipment used must be thoroughly cleaned and left in the same condition in which it was found. All kitchenware must be thoroughly washed, dried, and put back where it was found. ****The grill on the ramp outside the kitchen is NOT available for use****
 - **Stove:** Some burners may need to be lit using a lighter, these can be found in the drawer to the right of the stove. To turn the ovens on, turn the 'oven' knobs vertical then set the temperature.
 - **Fire Extinguishers:** There is a fire extinguisher to the right of the kitchen door that leads into the hallway. There is also a pull down system on the wall to the left of the sinks that will release the fire system located in the hood of the stove, use this **only if extremely necessary**.
 - **Dishwasher:** Before loading the dishes, turn the dishwasher on by pressing the 'on' button. This will fill it with water and bring it up to temperature. Once it's up to temperature, sprinkle some powdered detergent into the water on the bottom (around two or three tablespoons), put the dish tray in, and press 'wash'. When the cycle is done **OPEN WITH CAUTION** the steam is very hot. If you do multiple loads of dishes, add detergent every three or four loads.
- **Dishware & Flatware:** We have around 75, plain off-white place settings available and around 75 sets of non-matching flatware. Again, we cannot guarantee the availability and quantity of any dishware and flatware the day of your event. We recommend running the flatware through the dishwasher twice to get them fully cleaned.
- **Tables:** We have 10, 6-person round tables, 5 feet in diameter and 10 rectangular tables, 8 feet by 2.5 feet. These rectangular tables seat 3 on each side and 1 on each end, totaling 8. We do not have any linens for the tables. All tables must be cleaned, disassembled, and neatly stacked where they were found to the left of the stage.
- **Chairs:** There are approximately 200 plastic chairs available for events. After your event, please stack and place the chairs along the walls of the Great Hall. In the winter months, please do not stack chairs in front of the heater units. If you move chairs out of the Great Hall or on to the stage to free up more space, these **MUST** be returned back to where they were found.
- **Cleaning Products:** All cleaning products, trash bags, paper towels, brooms, etc. are located in the kitchen and available for your use in cleaning the facility prior to your departure. Trash bags are located under the small sink to the left of the kitchen stove.

Alcohol Policy:

BYOB permits are mandatory for **public** functions that would like to serve alcohol. Permits are not necessary for private functions. It is however, strongly recommended alcohol be served by a licensed and insured bartender. Please consult your caterer for a list of available bartenders in the area.

BYOB applications are available at the maine.gov website and must be filled out and mailed to the State of Maine along with the \$10.00 fee. The application process takes at least a few days so please allow enough time prior to your event. The renter must put their address as the return address for the State as The Neighborhood House cannot be responsible for the permits. Be sure to have the permit on hand the night of your event.

Special Event Insurance:

The Neighborhood House has a policy which requires all private individuals utilizing the building to carry their own liability insurance and to provide a copy of proof of insurance to The Neighborhood House.

Special event insurance can be obtained online by conducting an internet search for 'wedding liability insurance' or 'event liability insurance', or through your personal insurance agent. Many homeowner insurance policies will cover special events at other locales. Check with your insurance carrier or agent to see if your policy contains a provision for this type of coverage. Price quotes will vary greatly depending on the scope of the event. Make sure Liquor Liability is included in the quote you receive, if your event will be serving liquor.

Emergencies:

If there is an emergency, call the Mount Desert Police Department Dispatch at 276-5111. Their phone number is also posted on the door into the Main Office.

Parking:

The Neighborhood House does not have a parking area. Guests are required to use on-street parking only. Adjacent lots are private property and should not be used.

Clean-Up:

The Neighborhood House will make sure the space is properly cleaned before you arrive to set up for your event. In return, **the renter is expected to leave the space as they found it**. All items cleaned and returned to where they were found, floors swept, doors closed, lights turned off etc. Please do not leave any items behind (including food!). There is NO GUARANTEE any items left will still be in the building if you come back looking for them. There are too many other individuals and groups in and out of the facility for The Neighborhood to be responsible for the safe keeping of your items outside of the terms of your contract.

Please take care of all trash and returnables when cleaning up. **Trash MUST be emptied at the end of your event**. Trash and returnable containers are located outside, along the side of the entrance ramp. If your trash is unable to fit in the containers, you must take it with you!

ATTENTION Tenant is to be fully responsible for the complete movement of chairs, tables, and other equipment necessary for the event. If The Neighborhood House must return tables, chairs, other equipment, or the facility is not left in a clean manner, the Tenant will be sent an invoice at \$35.00 per 1/2 hour for cleaning services done after their departure.

Please see Departure Checklist as a reference while cleaning up after your event.

Departure Checklist

Great Hall:

- ☐ Chairs stacked along the sides of the Great Hall (not in front of heating units)
- ☐ Tables cleaned and returned to side stage area
- ☐ Floor swept
- ☐ ALL decorations removed
- ☐ Exterior side door closed
- ☐ Lights off

Kitchen:

- ☐ All dishware, serveware, and items used are cleaned, dried, and put back where they were found
- ☐ All food brought for event removed. DO NOT LEAVE ANY FOOD.
- ☐ Trash cans emptied and replaced with clean trash bags (can be put in our outside containers)
- ☐ Recyclables resulting from the event removed (can be put in our outside containers)
- ☐ All kitchen equipment cleaned and left in condition found
- ☐ Counters and sinks cleaned and left in condition found
- ☐ Stove turned off (all temperature knobs are set to off and both 'oven' knobs are horizontal)
- ☐ Dishwasher turned off (just press 'off' button)
- ☐ Floor swept
- ☐ Lights off

Anteroom:

- ☐ Left as found
- ☐ Floor swept
- ☐ Lights off

Restrooms:

- ☐ Left as found
- ☐ Lights off

Other General Areas:

- ☐ Floors swept
- ☐ Left as found
- ☐ Lights off
- ☐ Doors closed