



Skidompha Public Library

PO Box 70

Damariscotta, ME 04543

Skidompha Library Facility Hall Rental Agreement

Date(s) of use: _____

Time(s): _____

Organization: _____

Contact Information

Name: _____ Telephone: _____

Email: _____

Please describe the event: _____

What audiovisual equipment will you need? _____

Will refreshments be served? If so, describe. _____

I agree to the following:

- * Rental fee will be \$50 per hour of use. (Payment can be mailed to address listed above.)
- Renter will leave the Meeting Hall in good order, with chairs in proper places (see diagram on reverse). * Aisles will be kept clear during the event.
- Candles or other open flame are not allowed.
- Serving of liquor must have Director's prior approval. Certificate of Liability Insurance is required.
- Neither food nor drinks can be left behind. If kitchen is used, it must be left in good order.
- Trash/recyclables must be removed.
- Prior arrangements must be made to use projection equipment.
- Do not hang or affix anything to walls or banisters without permission of the Director.
- Promotion/publicity are the responsibility of the renter.
- Renter has the right to cancel at any time.

See second page for tips to help promote your event.

Signature of contact person or other representative

Date

TIPS

When promoting your event, try to have two weeks' worth of articles in the Lincoln County News. Your first article could be a "save the date" article followed by a more detailed article the next week. This will give people two chances to learn about your event.

Use pictures. People like to see pictures – they will read the articles or just the captions.

Submit your articles by Monday morning – that will give you the best placement in the newspaper.

Send to your email lists – this is fast becoming the communication of choice.

Give the library 2 posters (8 1/2" x 11") for the bulletin boards. Do NOT rely on posters as your only advertising – it is not effective.

If you plan to charge admission or just pass the hat – mention that in your advertising.