



# CITY OF HALLOWELL

ONE WINTHROP STREET  
HALLOWELL, MAINE 04347

## AGREEMENT FOR RENTAL AND USE FOR FIRE STATION MEETING ROOM

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_  
between the City of Hallowell and \_\_\_\_\_,  
for the following purpose: \_\_\_\_\_  
\_\_\_\_\_.

1. Category of Renter: \_\_\_\_\_

2. Dates of Rental: \_\_\_\_\_

3. Time Frame:

A. Morning: \_\_\_\_\_

B. Afternoon: \_\_\_\_\_

C. Evening: \_\_\_\_\_

D. All Day: \_\_\_\_\_

4. Fees:

A. \_\_\_\_\_

(If Non-Profit, a copy of Federal Exemption Certificate 501(c) (3) attached)

B. Police: \_\_\_\_\_

C. Total Fees \_\_\_\_\_

D. 50% Rent Deposit \_\_\_\_\_

E. Cancellation Refunds (*see Policy 2019-02 "Limitations" 7,8, 9*):

Amount Retained by City: \_\_\_\_\_

Amount Refunded to Renter: \_\_\_\_\_

By signing this agreement, the renter / user agrees to the following stipulations:

1. Policy 2019-02 (Rental and Use Policy for Hallowell Fire Station Meeting Room) has been received, read and understood.
2. Policy 2019-02 will not be violated.

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City Clerk or City Manager  
For the City of Hallowell

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Renter / User

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_