

# Mount Agamenticus Lodge Usage Policy

## Facility Rules & Regulations:

1. All renters are expected to abide by the rules and regulations set forth in these Usage Policies.
2. All renters are expected to take pride in and assume responsibility for the appearance and condition of Mt. Agamenticus Lodge.
3. Town of York reserves the right to grant or refuse rental to anyone or to terminate rental at their discretion.
4. The Lodge is a smoke free facility. Smoking in the facility or deck is strictly prohibited. Cigarette urns are available outside.
5. Gas or charcoal grills are prohibited on the deck or inside the lodge.

## Renter Liability:

1. All renters are responsible for the personal conduct, safety and welfare of its guests while on the premises.
2. Renters shall agree to be fully responsible for all damages, costs and expenses associated with their use of the Lodge and outdoor facility. This includes, but is not limited to rental fees, careless misuse, unreasonable conduct, theft or vandalism.

## Facility Use:

1. Renters may not attach any fixtures, or change, alter or make additions to the Lodge walls, floors or ceilings.
2. All renters' items must be removed immediately following the renter's function.
3. Renters must keep the facility and summit clean and free of trash and hazardous materials (all trash cans emptied). A dumpster is provided for your use.
4. The Town of York will have access to any rented space for Lodge purposes during the rental period provided the activities of the Lodge personnel do not unreasonably interfere with the authorized activities on the renter.
5. Renters are not permitted to move equipment outside of the Lodge. This includes chairs and tables.

## Expanded Facility Rules and Regulations:

Alcoholic Beverages – Mt. Agamenticus is a public property and no alcoholic beverages are permitted.

Amplified Music – must comply with the Town of York noise ordinance. Amplified music is not allowed outside.

Building Amenities – Fireplace – the fireplace is available for use. Renters must provide their own firewood and fully extinguish the fire at the completion of event.

Candles – must be in enclosed containers with bases or candles with self contained glass containers to catch wax dripping.

Clean up – The Lodge was provided in a clean status. The renter must leave the premises in a neat, clean, orderly fashion. Tables and chairs dismantled and stored as found. Trash disposed in the dumpster across the knoll. Failure to clean facility will result in additional charges by the Town of York. Please recycle whenever possible by using the recycling containers.

Closure of Lodge

- a. Check all doors and windows to insure they are locked.
- b. Insure all appliances are turned off.
- c. Turn off all lights in the lodge area, hallway, and restrooms in the lower level.
- d. Leave key in designated area
- e. Outside signage (“special functions”) on deck and entrance should be brought inside of main entry hall.

Decorations/Flyers – signs are to be free standing or may be held by coated wire or string. The use of tacks, tape or similar materials to affix flyers or signs to the interior or exterior of the building and grounds is acceptable. Staples or nails are unacceptable. Special outdoor signage must be removed by the renter groups immediately following function or event.

Deliveries – delivery of items prior to a function is discouraged due to lack of storage space and secured areas. Items left after a function is subject to disposal.

Lodge Hours of Operation – 7:30 a.m. – 10:00 p.m. (11:00 p.m. for exiting after cleanup of lodge).

Kitchen – kitchen is for preparing, warming and/or serving. Mt. Agamenticus Lodge has a full service kitchen with two stoves, three ovens, two refrigerators, one microwave oven, two 30 cup capacity coffee urns and three section sink.

Caterer must thoroughly clean the above items prior to departure in order to eliminate a cleaning charge. Remove all items from refrigerator and freezer at the event conclusion. Caterer must deposit all trash in the green dumpster across the knoll. Recycle cans and bottle in blue/green bins.

Parking – The drop off area should be used for short period of time to insure the safety of Lodge users. Fire and ambulance service must have full accessibility to the Lodge at all times. Catering vans must back into designated space during functions. Private residence vehicles (2) must have access at all times. Drop off area time must be limited for unloading purposes only.

Public Safety – means keeping corridors and emergency exits accessible. Flammable material, open flames or other devices are prohibited.

9/25/2007

**Mt. Agamenticus Lodge Mission Statement**

**Mount Agamenticus Lodge is located on an environmentally friendly property and all participants are asked to treat the building and property in a positive and respectful manner. It is for the enjoyment of visitors today and in the future.**

**Thank you for your complete cooperation.**