



YORK PARKS AND RECREATION DEPARTMENT  
& MOUNT AGAMENTICUS CONSERVATION PROGRAM



GROUP REGISTRATION/LODGE &  
OUTDOOR FACILITIES

*Please take a few moments to fill out this form. Your responses will help us to better understand how the land is being used, allow us to minimize impacts to natural, agricultural and cultural resources, and to deter group conflicts thereby preserving the quality of every visitors' experience.*

*All group functions must be pre-approved (via this form) and a fee is applicable for those who wish to reserve the lodge or the designated summit function area (see rental application and agreement form on last page). For more information about the Mount Agamenticus area, its ecology & conservation, please contact the [Conservation Coordinator](#) (207-361-1102). To inquire about your reservation, please contact Frank Kalwell, [Functions Coordinator](#) (207-363-5373) Thank you!*

**Application information:**

- Read and agree to the terms and conditions (below) and the Mt. Agamenticus Lodge & Grounds Policies.
- Fill out this application thoroughly as soon as you begin to plan a trip to Mount Agamenticus.
- Toilet and parking facilities must be adequate for the proposed trip.
- Mt A has a carry in, carry out trash policy and participants must follow the Leave No Trace principles.

**Terms and Conditions for Group Events:**

The Functions Coordinator may make modifications to this list based on your application.

- The outside summit area is rustic with no running water or electricity. One portable restroom is on site from May thru October. Applicants expecting 50 or more attendees must rent additional facilities and demonstrate ability to mitigate parking, trash, and other impacts.
- Without reservations, the outside designated meeting space is first come, first serve. Applicants may reserve the site (for a nominal fee) in advance by filling out the Rental Application & Agreement Form (enclosed).
- Registration does not grant exclusive use of site or parking facilities. Applicant shall ensure that the rights and privileges of other visitors are recognized and met.
- Stay on the approved areas or designated trails and do not obstruct or block trails or parking areas.
- Mitigate any on-trail conflict by breaking a large group into smaller groups with fewer participants upon entering Mt A lands, and by practicing good trail etiquette including yielding to others while staying on the trail and not stepping on vegetation. The Conservation Coordinator is available to assist with planning.
- Applicant must require participants to sign up for the trip in advance in order to effectively limit the number of participants. Applicant shall not publish specific details about start time and location in any flyers or advertisements notifying the trip unless the notice refers to the requirement of reservations for attending the trip.
- Event signs, media promotions, or other announcements must be pre-approved.
- Applicant must be able to notify participants if the proposed event needs to be cancelled or rescheduled due to unfavorable weather. The Conservation Coordinator reserves the right to postpone the event due to possible site impacts from forecasted rain or snow within 48 hours.
- Group size cannot exceed what has been approved by the Functions Coordinator.
- No improvements or alterations of any kind, temporary or permanent, are authorized without written permission from the Parks & Recreation Director. No facility, property or natural feature may be destroyed, defaced, removed or disturbed.
- There may be a permit fee associated and it may include additional stipulations customized to the situation.
- Applicant is responsible for providing safety and medical coverage for the trip. This may include medical personnel, first aid kits, safety precautions for lightning, ticks, bee stings, poison ivy, injuries, illness, etc

**Note: By filling out this form you are merely providing the Mount Agamenticus Steering Committee with information and requesting permission to hold this event/activity. All rules, regulations, requirements, planning and conditions related to this application are your responsibility.**



# RESERVATION APPLICATION AND AGREEMENT

Please fill out the remainder of this form only if you are interested in **reserving** the designated summit function area and/or renting meeting space in the lodge. To inquire about your reservation, please contact the **Functions Coordinator** (207-363-5373). For more information about the Mount Agamenticus area, its ecology & conservation, please contact the **Conservation Coordinator** (207-361-1102). Thank you!

FEE STRUCTURE (Do not send in any payments for fees until application has been approved):

| USE   | POSSIBLE FEE |
|---|--------------|
| Use of lodge meeting space (35 or less) .....       | \$125        |
| Use of outside designated meeting space .....       | \$100        |
| Use of lodge or outside space by a non-profit ..... | TBD          |
| Set Up or Clean Up .....                            | \$75 (each)  |

**ANY OUTSIDE RENTAL FEES WILL BE BORNE BY RENTER**

**APPLICANT WILL BE BILLED SEPARATELY AFTER EVENT IF FACILITY OR GROUNDS ARE NOT CLEANED PROPERLY.**

USE REQUIRED: LODGE \_\_\_\_\_ PARK \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

RENTAL FEE- LODGE: \_\_\_\_\_

SPECIAL REQUESTS:

RENTAL FEE- PARK: \_\_\_\_\_

SET UP/CLEAN UP FEE: \_\_\_\_\_

TOTAL: \_\_\_\_\_

**AMOUNT DUE AT TIME OF RESERVATION**

CANCELLATION POLICY: CANCELLATIONS MADE PRIOR TO 30 DAYS OF THE EVENT WILL BE REFUNDED, LESS 25% OF DEPOSIT. NO REFUND WILL BE ISSUED IF CANCELLATION OCCURS WITHIN 30 DAYS OF THE EVENT

WAIVER: (MUST BE SIGNED)

IN SIGNING THIS FORM, I FOR MYSELF, MY HEIRS, EXECUTORS AND ADMINISTRATORS, RELEASE THE YORK PARKS AND RECREATION DEPARTMENT, ALL SPONSORS, PROMOTERS, AND THE TOWN OF YORK, FOR ANY AND ALL LIABILITY IN CASE OF DEATH OR INJURY RECEIVED DURING THE USE OF THE TOWN FACILITIES IN CASE OF A MINOR, THIS FORM MUST BE SIGNED BY A PARENT OR LEGAL GUARDIAN. **I UNDERSTAND THE NO ALCOHOL POLICY AND WILL COMMUNICATE THIS POLICY TO ALL ATTEENDEES.**

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**Signature of Applicant (must be at least 18 years old)**

**Date**

*Note: Application is not valid without signature of applicant.*

RETURN AND MAKE CHECKS PAYABLE TO: YORK PARKS AND RECREATION DEPARTMENT  
186 YORK ST, YORK, MAINE 03909  
ATTENTION: FRANK KALWELL  
207-363-5373 OR 207-363-1040