

FEE AGREEMENT

NOTE:

- a. The free use of facilities does not include special equipment nor does it include extra KVCAP/ECM employee services.
- b. In addition, any group which charges a registration fee to participants will be charged a facility use fee in accordance with the fee schedule below.

Daily Rental Fees – Effective: January 1, 2015

Training Room A or B \$25 per hour or up to \$125 per day (\$250 for both)
 Observation Rooms \$5 per hour or up to \$40 per day
 Multi-Purpose Room \$25 per hour or up to \$125 per day
 Parent Resource Room \$10 per hour or up to \$80 per day
 Conference Room \$10 per hour or up to \$80 per day

Checks should be made payable to Educare Central Maine and mailed to Kennebec Valley Community Action Program, 97 Water Street, Waterville, ME 04901.

Dimensions of Spaces

Room	Seatable Dimensions	Sq. Ft.	Approx. # of persons (based on setup)
Conference Room	18 x 26	468	up to 14
Training Room A	20 x 35	800	up to 45
Training Room B	20 x 35	800	up to 45
Training Rooms A & B	40 x 35	1600	up to 90

We, the requesting organization, have received, understand, acknowledge and agree to abide by and follow the rules and regulations specified in this Facility Use Policy. We understand that a failure to comply with the policies and regulations may result in the eviction of our event and possible denial of future booking requests.

Requesting Organization:

Name: _____

Title: _____

Organization: _____

Authorized Signature: _____

Date: _____

Educare Central Maine:

Name: _____

Title: _____

Authorized Signature: _____

Date: _____