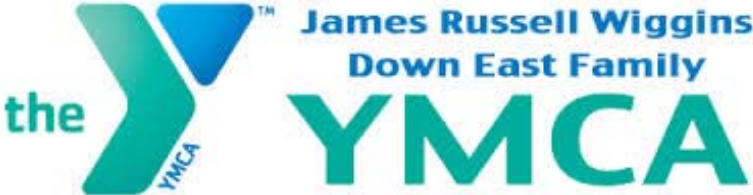
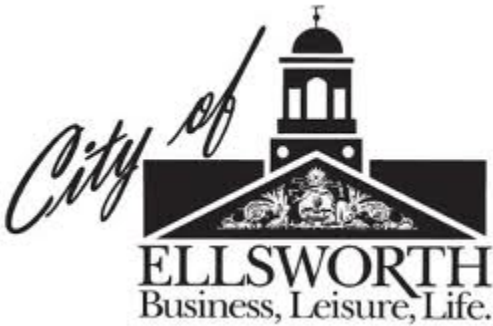


Moore Community and Conference Center Rental Hand Book



5 General Moore Way
Ellsworth, Maine 04605
207-307-0324

**Rules and Regulations
For Using / Renting the Moore Community Center**

- **A meeting with the Building Manager is a requirement before any rental agreements are made.**
- **Rooms are a first come first service bases.**
- **The YMCA has the ability to change your room assignment / location to fit the needs of the community.**
- **Please return the room back to its original state...tables, chairs etc.**
- **Groups reserving rooms must include the expected number of participants to ensure the correct size of room is available.**
- **Deposit is required upon reservation. The deposit will be refunded upon successful expectations have been met.**
- **No smoking on the property. Please do not park in parking slots that have been reserved for the senior population.**
- **No Alcohol allowed on premises unless pre-approved and all State and Local regulations are followed.**
- **Playgrounds can only be used with permission.**
- **If the Ellsworth Schools are closed due inclement weather all rentals and group usage is cancelled till 11 am. The Building Manager will communicate with groups if the cancellation exceeds 11 am. The group will not be responsible for payment.**
- **Groups who cancel 24 hours in advance will not be responsible for payment. Groups who cancel with in this time period will be responsible to pay their established fee.**
- **If cancellation of rental is needed the YMCA will give the community group a 2 week notice.**

**Moore Community and Conference Center
Fire and Life Safety Requirements for Theater and Assembly Areas**

1. **Fire and Life Safety:** The use of the theater and other assembly area requires that the **RENTER** contact the Fire and Life Safety Inspector of Ellsworth Fire Department to review Fire and Life safety issues with the entity that intends to utilize the theater and other assembly areas.
2. **Scenery / Sets / Props:** If scenery, sets or props are going to be used for any production, act or another performance a complete set of plans and drawings for the scenery and sets shall be submitted to the Ellsworth Fire Department for prior approval before any construction of scenery or sets is begun. Written and signed approvals of the submitted plans / drawings are required from the Ellsworth Fire Department.
3. **Seating / Standing Room:** If tickets are sold or given out they may not be sold or given for standing room for any event or production. The number of tickets issued must correspond to the number of seats available. Under no circumstances will more tickets be issued to any event or production than permitted within the facility's occupancy limit as determined by local, state and federal or other public safety codes and regulations. If orchestra seating is required for any production the inspector of Ellsworth Fire Department shall be contacted to be determine the seating arrangement prior to the first day tickets are issued. If standing room is to be considered part of the program into Inspector for the Ellsworth Fire Departments shall be contacted to determine the maximum occupant load for the space utilized with consideration to the set up for the use of the room.
4. **Fire Retardant Scenery / Sets / Props:** ALL scenery sets, props and decorations including stage drapes, curtains and teasers must be either fire retardant or treated with an approved **U.L. listed** fire retardant coating. If a coating is to be used then the product that is to be used **SHALL** first be determined acceptable by the Ellsworth Fire Department before it is applied. Please provide manufactured documentation of the fire retardant material that was or will be used to the Ellsworth Fire Department. **ALL** scenery sets, props drapes, curtains and teasers must be treated before rehearsals begin. The use of cardboard for sets and props shall be approved but the Ellsworth Fire Department and shall be treated with an approved and **U.L. listed** fired retardant coasting. **State Statute prohibits the use of any "Styrofoam" insulation board for any scenery, sets props or decorations.**

5. **The use of indoor pyrotechnics and/or open flames is prohibited by city ordinance:** Life fire/flame or explosive devices are prohibited during any rehearsals, performances, acts or any other time through the Moore Community Center.
6. **Firearms / Other type of Weapons:** Use, storage or display of firearms or other weapons within the physical building during rehearsals, productions, acts other performances or classrooms **SHALL** have prior written approval from the City of Ellsworth. Ellsworth Police Department **SHALL** be notified of the intended storage location, use and type of weapons that will be used.
7. **Gasoline / Propane Powered Vehicles or Equipment:** Gasoline / Propane powered vehicles or any other type of equipment shall not be used, displayed or stored inside the building. If this type of equipment is to be stored, the proper procedures for this type of display or storage shall be followed. Prior written notice is required from the Ellsworth Fire Department.
8. **Stage Electrical and Lighting:** There shall be **NO INVASIVE PROCEDURES** of any kind to the Moore Community Center's electrical system. If any adjustments need to be made, they **SHALL** be made by an electrician approved by The City of Ellsworth and **ONLY** by the approved electrician. Is expenses are incurred the **RENTER** must negotiate individually with the approved electrician.
9. **Extension Cords:** Extension cords maybe used as long as they are U.L. Listed and approved and the extension cord is rated for it intended use. ALL cords shall be unplugged when the area in which the cord is being used is left unattended. Cords **SHALL NOT** be obstructed or blocked. Emergency lights **SHALL NOT** be obstructed or blocked.
10. **Smoking:** Smoking is prohibited on the Moore Community Center property. Smoking is also prohibited as a part of any rehearsals, productions, acts or any other times in the Moore Community Center.
11. **Exits / Exit Components / Passages for Egress:** **ALL** exits, corridors, exit assess, stairs and stair enclosures **SHALL NOT** be obstructed or used for the storage of any items. The exit and emergency lights **SHALL NOT** be obstructed or blocked.