

Round Top Farm Property Use Policy

The following is a checklist of requirements of any user of the land or buildings of the Round Top Farm campus.

All users of the Round Top Farm facility must agree to the following requirements for use to ensure the success of their own event and the continued condition and availability of this resource for future events. The overarching request that we make of all users of this facility, whether it includes the buildings, the surrounding lands or a combination, is that users return conditions to the same or better status as they found them.

1. Users must provide the DRA with a certificate of insurance adding the DRA as “additionally insured” covering their event/activity including preparatory and breakdown periods.
2. Users must provide evidence of having the proper licenses from the Town or State for their event/activity. These include liquor/gambling (i.e. if liquor is sold or a raffle is held) 3. Users may need to provide port-a-potties depending on the nature and size of the intended event/activity.
3. User understands that Round Top Farm is a working farm and land stewardship center and that User is renting the Barn and mown lawns immediately in front of the barn, but not behind the barn or off to either side. DRA does not guarantee that conditions outside this rental area will always remain the same. Equipment, brush piles, hay, unsightly agricultural and landscaping debris or other visual or otherwise offensive materials or gear may be present outside the rented area. User also understands that trails at Round Top Farm are open to the public at all times.
4. User agrees that the Premises will be kept in a clean, safe and orderly manner, including walls, floors, kitchen, and carpets, with all trash or garbage to be stored in trash containers and disposed of by end of use. This is a carry in – carry out facility in terms of trash. Tables and chairs will be folded and put away along the Barn walls after the event. The Barn basement is not included as part of the rental space. Helium balloons are not permitted. **The DRA Banner shall remain on the stage wall of the Barn throughout the entire rental period. User is allowed use of two lines only on either side of Round Top sign at driveway entrance. User must return DRA lettering to sign when user’s event has ended.**
5. No open fires or flames (i.e., candles, Sterno) are allowed. Barbeque grills and lobster bake cookers are allowed outside on gravel area. There is no cooking/baking allowed in the buildings. User shall bring no hazardous nor flammable material onto the Premises unless with the specific written consent of DRA. There will be **no smoking** in any buildings or within 75 feet of buildings.
6. User agrees not to cause or allow on the premises any excessive nuisance, noise or other activity which disturbs the peace and quiet of neighbors, DRA or other occupants at the Premises nor violates any law, regulation or ordinance. After midnight User must keep noise and music down to a reasonable level so that neighbors are not disturbed.
7. Parking of cars, vehicles and equipment shall be at designated areas only as directed by DRA and not on lawn areas unless specifically permitted by DRA. Vehicles may not block the roadway through the property, paying special attention to the road in front of the barn. This must be kept clear of vehicles for emergency access.
8. No DRA staff will be available for your event beyond scheduling, providing access, and basic guidance regarding the use of the facility.
9. When User is not making use of the Premises, User shall see that the Premises are secured and that all doors and windows are closed and locked.
10. User has inspected the Premises and is satisfied with the condition of the Premises.
11. In the event of default in any of the terms of this agreement, User shall forfeit the balance of the term of use and vacate the Premises.
12. A separate \$500 check (\$300 as a Security Damage Deposit and \$200 as a Terms of Use Deposit) paid to the order of the Damariscotta River Association shall be deposited in a DRA account. Should the event take place with no damage to facility and property; and contract terms followed such as but not limited to: no cooking, no open flames, facility secure, facility cleaned, all trash removed, tables and chairs folded and put away along the main Barn walls, sign letters put away, DRA banner left on wall, key returned and all personal items removed the \$500 shall be returned.
13. In the event of damage to the Premises, DRA shall be entitled to the costs of repair of such damage together with any fees incurred to collect the same including reasonable attorney fees.