



YLT Community Room Rental Information

York Land Trust's Community Room is a spacious private venue now available for rent for private functions. The room has windows and french doors on three sides that overlook scenic vistas of Near Point Preserve. This is a perfect venue for a birthday, celebration of life, work retreat, or graduation party. Renters can enjoy the amenities of a room venue in a historic replica Cape and have quick and easy access to outdoor event space.

To submit an inquiry, fill out [this form](#).

YLT General Rental Information:

Rental:

- Use of Community Room (max occupancy 49 people), kitchen, bathroom, brick patio, and lawn
- A tent can be set up on lawn and must be rented separately by guest. Tent size and location is determined by YLT depending on weather and lawn conditions.
- Rentals will not be available to groups of religious or political affiliations.

Included with Rental:

- Use of our kitchen area (not including plateware, glassware, utensils, or other kitchen supplies in the cabinets and drawers)
- Use of restroom
- Use of brick patio outside of Community Room
- Use of lawn outside of Community Room
- Tables and Chairs (10 six-foot banquet tables and 49 metal folding chairs)
- Wi-Fi
- HDMI Hook up to TV in the Community Room

- No other supplies, materials, equipment, or services are provided by York Land Trust
- Drinking water is not provided

Rental Fees:

- Half Day Rental
 - Group Size 1-15: \$200
 - Group Size 16-49: \$500
- Full Day Rental
 - Group Size 1-15: \$400
 - Group Size 16-49: \$700
- Rental Deposit: a nonrefundable rental deposit of \$100 is required to secure your rental date. The remaining balance is due one month prior to your event.
- Security Deposit: a security deposit of \$200 is required and will be returned to you following inspection of the rental areas after the event. The security deposit amount may change based on size and length of event. You will forfeit your security deposit for damage done to property, if it is not cleaned properly, if trash is not removed, or if catering supplies/tent are not removed by the agree time.
- Cleaning fee for before and after your event is part of the rental fee
- Nonprofits and YLT Partner Organizations can inquire about discounted pricing by contacting Amelia Nadilo, Executive Director (anadilo@yorklandtrust.org). Pricing is determined by number of people, length of event, and frequency of use.

Duration of Event:

- Half Day Rental: up to 3 hours between 9am - 9pm
- Full Day Rental: up to 6 hours between 9am - 9pm

Parking:

- YLT has a parking lot for about 15 cars. Additional cars can be parked alongside the field or down past the pond, depending on ground conditions.

Restroom:

- One bathroom is available for use. YLT Headquarters, including this bathroom, are not handicap accessible. Extra paper towels and toilet paper are stored in the cabinet in the bathroom.
- Renter can also arrange and rent a porta-potty. Location and dates of drop off and pick up to be agreed upon with YLT staff.

Kitchen Area:

- Kitchen area is available for use. Renter has access to refrigerator, microwave, sink, counters, and kitchen table.
- YLT does not provide use of plateware, glassware, silverware, utensils, kitchen appliances, napkins, etc.
- YLT does not provide drinking water. Water from the faucet can be used for dishwashing and handwashing only, not for drinking.

Outside Lighting:

- York Land Trust has a motion sensor light on the front (north side) of the building facing the parking lot. There are lights along the walkway to the main entrance and two lamps in the parking lot. There is an outside light for the brick patio. Please note our outdoor lighting is minimal for wildlife benefits. There are exterior outlets on the building for use.

Alcohol:

- If alcohol is to be served at the event, it shall be purchased through and served by a bartending service or caterer. The service must be licensed and insured to serve alcohol in the State of Maine. Whenever alcohol is served, Renter assumes all liquor liability and must provide proof of insurance with host liquor liability

Prohibited:

- Smoking, e-cigarettes, vaporizer devices
- Balloons of all types

- Confetti
- Fireworks, sparklers, candles, floating sky lanterns, fires, bonfires, pyrotechnics
- Pets
- Entering parts of the YLT Office Building not granted access to in the rental

Required:

- We require Renters to provide the York Land Trust, at least five days before the rental, with a Certificate of Liability Insurance policy of at least \$1,000,000 (one million dollars) of Comprehensive General Liability, naming York Land Trust as “an additional insured” on the day of the rental. Any vendors you use will also need to carry the same coverage.
- Renter is the only person to have access to the key and must stay on site until all guests have left the premises.

Emergencies:

- In the event of an emergency, the address for our Headquarters for 911 dispatch is 1 Long Neck Marsh Road, York ME, 03909
- Fire extinguishers are located in the kitchen closet and in the Community Room.
- A list of YLT contacts is located behind the sliding barn door in the Community Room

Responsibilities of Renter:

Prior to Event

- Return your completed contract, with the rental deposit, to York Land Trust within five days of receipt to secure your event date. Checks should be made payable to York Land Trust.
- Balance - due one month before event.
- Send security deposit to YLT within 5 days prior to event
- Arrange to get keys with a York Land Trust representative.
- Provide York Land Trust with proof of insurance 5 days prior to event

Following Event

- Trash and Recycling: bag and take your recycling with you. YLT does not provide trash bags. Empty trash and recycling bins available. Full carry in carry out policy.
- Lights: please turn off all inside lights before leaving the building. Turn off any outdoor lights that were turned on with a switch.
- In the kitchen:
 - Refrigerator – please remove all of your leftovers/supplies from the refrigerator
 - Sinks/Counters/Stovetop – please make sure the sinks, counters and stovetop are clean and free of scraps
 - Supplies – Cleaning supplies for the kitchen and floors are located under the sink. Dustpan and broom are located in hallway
 - Tables/Chairs – please return folding tables and chairs where you found them and in the same condition
 - Keys - please be sure that the key to York Land Trust is returned. Renter is responsible for covering the total costs of a lost key and replacing locks.
 - Catering/Event supplies – please make sure catering and event supplies are completely removed by the agreed date/time. This includes extra napkins, paper plates, plastic silverware, etc.