



Ellsworth
Moore Community
Center

Moore Community Center
125 State St, Ellsworth, ME 04605

Moore Community Center Rental Handbook

Welcome to the City of Ellsworth. The General Bryant E. Moore Community Center is a public facility owned by the City of Ellsworth. This handbook provides information on rental spaces, policies, and procedures to ensure a safe, clean, and welcoming environment for all visitors.

Rental Process, User Types, and Fees

- Rentals are available to individuals, organizations, and community groups.
- Rooms are reserved on a first-come, first-served basis.
- A deposit is required at the time of reservation to secure the rental date.
- Fees vary depending on space, duration, and type of event.
- Groups reserving rooms must provide the expected number of participants to ensure the correct size of room is available.
- All spaces are subject to availability. The City of Ellsworth reserves the right to prioritize municipal functions, city-sponsored events, and community programming.
- Groups must provide expected participant numbers.
- Reservations are confirmed after receipt of deposit and completed rental agreement

User Types and Rates:

- Individual/Private Rentals: Standard rental fees apply.
- Non-Profit Organizations: Special discount rates may be available for qualifying non-profit groups. Documentation of non-profit status is required.
- Groups reserving rooms must provide the expected number of participants to ensure the correct size of room is available.
- Rates differ between spaces.
- Rates can be found on the City's Civic Plus Recreation Management website.

Rental Space Information

Atrium (Main Level)



- Capacity: Comfortably accommodates 50–100 people.
- Features: Open-floor space for flexible setup, access to nearby restrooms, tables and chairs available for a small additional fee.

Conference Room (Main Level)



- Long conference table with 18 chairs
- Perimeter seating allows for additional occupancy
- Access to restrooms
- Optional audio/visual equipment

Theater (Second Floor: 4th Floor Elevator)



- Beautiful hard wood floors and stage area
- Audio/visual equipment with large screen projector
- Tables and chairs available for use
- Access to nearby bathrooms
- Elevator access
- Tap shoes or high heels that could damage floor not permitted.
- Usage of pianos in the Theater is strictly prohibited; property of Ellsworth Community Music Institute; unauthorized use may result in fees.

- Moving pianos is strictly prohibited.

Gym



- Open-floor space for flexible setup options
- Elevator access
- Access to nearby restrooms
- Two adjustable basketball hoops
- Floor is lined for pickleball
- Gym Use Policies: Proper footwear required; street shoes prohibited; food and drink prohibited (only water allowed); users must follow posted safety rules and use equipment appropriately.

Room 101



- Ideal for small meetings or training; quiet space.
- Accommodates up to 25 people.
- Elevator access.
- Access to nearby restrooms.
- Does not have audio/visual capabilities.

Rental Policies and Guidelines

Rental Eligibility

- Renter must be at least 21 years of age and present during the event.
- Renter is responsible for the conduct of guests, participants, and vendors.
- Children must be always supervised.

General Use

- Activities must align with rental agreement and be approved by the City.
- Renter responsible for conduct of all attendees.
- Facility must be used respectfully and responsibly.
- Fire lanes and emergency access points must remain clear.
- Possession or use of illegal drugs, firearms, knives, or any weapons is prohibited.
- No alcohol permitted unless pre-approved and all state/local regulations followed.
- No smoking or vaping permitted on the property.
- No silly string, glitter, or birdseed allowed.
- Bounce houses are prohibited.
- Tables and chairs must always remain inside the facility.
- Only service animals are permitted; must be under control.
- Designated on-site parking available; shared by all visitors.
- Additional parking offsite at Knowlton Park.
- No food or beverage vendors without prior permission.

Setup and Cleanup

- Renters must set up and return space to original condition.
- Trash must be placed in designated receptacles.
- Additional charges may apply if extra cleaning is needed.
- Delivery and pick up of rental items must be coordinated with Center Director of Operations.
- Renters responsible for delivery and removal within rental period.
- Center not responsible for items left before or after event.

Facility Care

- Renters responsible for any damage to facility, equipment, or furnishings.
- Any damage will be charged additional fees.
- Damages must be reported promptly.

Deposits

- Required at time of reservation.
- Refunded once event concludes and expectations are met.

Right to Refuse Rental

- City reserves right to deny rental if safety, capacity, traffic, or best interest concerns arise.

- Failure to follow safety rules may result in termination and loss of rental privileges.

Cancellation and Refund Policy

- Renter-Initiated: Written cancellation required; deposits refunded if within rental agreement time frame; cancellations less than 7 days before event may forfeit deposit; no show results in loss of rental fee and deposit.
- City-Initiated: City may cancel any reservation without notice; deposits refunded at City discretion.
- Additional Charges: Damages, extra cleaning, or policy violations billed or deducted from deposit.

Liability

- City not responsible for lost, stolen, or damaged personal items.
- Renter responsible for conduct of all attendees.
- People identified as being in violation of facility guidelines shall be fully and financially responsible for any damage to facility property and equipment and shall be fully prosecuted.
- The renter assumes full responsibility for any injury to people or damage to property arising from the use of the facility during the rental period.

Terms of Agreement

**By using the Moore Community Center rental spaces, I agree to the terms outlined in this rental handbook.*

City of Ellsworth facilities are patrolled by the Ellsworth Police Department.

IN CASE OF EMERGENCY CALL 667-2168

Rules are subject to change and adjustment by the City of Ellsworth at any time.

(Updated 4/10/2026)