



COTTAGERS' ASSOCIATION  
of  
BUSTINS ISLAND  
Bustins Island, Maine 04013

---

## C.A.B.I. Bustins Island Community House Usage Policy:

*Please note:* The Bustins Island Community House is a public building and all events held there are open to the public; uninvited islanders may enter and observe activities but do not have to be allowed to participate.

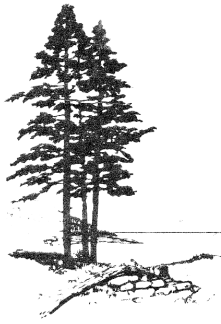
Entrance fees or user fees may apply.

1. Casual use (e.g. game night, musician practice etc.) of the Community House is permitted provided there is no conflict with scheduled activities and will be scheduled at the discretion of the C.A.B.I.
2. A request in writing for use of the Community House must be made for larger personal non-C.A.B.I. events (memorial service, weddings, birthday) and must be submitted to the C.A.B.I. Board at least a week prior to the event. A security deposit may be required. Events are open to the public.
3. All events must have a designated host.
4. Responsibility for set up, cleanup, repairs and removal of trash generated by an event is left to the individual (host) party- please refer to attached clean up check list.
5. Opening and closing of Community House must be arranged with C.A.B.I. or B.I.V.C. personnel.
6. Casual/Personal use may take place between 9am and 9pm
7. The Community House must remain locked between events.
8. No smoking is allowed in the building or within twenty feet of the building.
9. No Alcohol is permitted either in the building, its porches, or on its grounds.
10. No candles, kerosene lamps, fireworks or other flammable materials are allowed.
11. Fire buckets on the porch must be filled prior to any event (see island superintendent)
11. Any damage must be reported immediately to the B.I.V.C./C.A.B.I. Host will be financially responsible for damage repairs.
12. A C.A.B.I. representative/custodian may be available to help, but must be arranged with advanced notice.
13. The C.A.B.I. may, at its discretion, require a security deposit in an amount it may determine to cover after-event repair and clean-up costs.

Everyone's cooperation is appreciated!

Thank you,

The Cottagers Association of Bustins Island, C.A.B.I. Revised 2014



**COTTAGERS' ASSOCIATION**  
**of**  
**BUSTINS ISLAND**  
Bustins Island, Maine 04013

---

## **Community House Clean up Check List**

- All Floors must be swept (and washed) if necessary
- All Counters must be wiped down
- The kitchen must be left clean with any used dishes or utensils cleaned and put away
- NO food of any kind may be left in the Community house after any event
- Return all tables and chairs to original location (leave the room as you found it)
- All trash must be bagged/sealed, tied, and placed on the porch.  
(after Labor Day all event hosts are responsible for trash removal)
- All decorations, personal belongings and equipment must be removed within 24 hours after the event.
- All lights and equipment used must be turned off
- Any used towels must be washed and returned to a C.A.B.I. board member
- Please notify the C.A.B.I. if any cleaning supplies need replacing
- Any damage must be reported to B.I.V.C./C.A.B.I. immediately (within 24 hours). Fees may be assessed for repairs.
- All doors and windows must be shut and locked -including screen door to the kitchen.

Thank you.

C.A.B.I.

2014