

# APPLICATION FOR USE: TOWN OF ROSENDALE RECREATION FACILITIES

## STEP 1 : COMPLETE THE FOLLOWING - PLEASE PRINT

2016

Applicant's Name \_\_\_\_\_ Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_  
 \_\_\_\_\_ (Proof of residency may be required)

Name & Address Organization \_\_\_\_\_  
 \_\_\_\_\_ Non-Profit? \_\_\_ NO \_\_\_ YES (Documentation may be required)

Type of Activity (dance, meeting, party, etc.) \_\_\_\_\_

Is there a fee to attend this event? No Fee \_\_\_\_\_ Yes, the fee per person is: \$ \_\_\_\_\_ OR a suggested donation of \$ \_\_\_\_\_

Day / Dates Requested: \_\_\_\_\_

(MAY NOT BE AVAILABLE New Year's Eve/New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Xmas Eve/Xmas Day.)

Time Desired – Please Include Preparation Set-Up and Clean-Up Time Needed: \_\_\_\_\_

(Please note the curfew for scheduled events: 12 Midnight for the indoor facilities and AT DUSK for grounds)

Anticipated Attendance (200 MAXIMUM OCCUPANCY): # of Adults \_\_\_\_\_ # of Minors \_\_\_\_\_ (Adult chaperones are required)

Will Alcoholic Beverages Be Served? \_\_\_\_\_ YES\*: IF YES, a \$300 Clean-Up Deposit Fee Must Be Submitted With This Application.

\*Please see specific Rules & Regulations #2 regarding alcohol on premises.

\_\_\_\_\_ NO : IF NO, a \$100 Clean-Up Deposit Fee Must Be Submitted With This Application.

SEE PAGE 2 TO DETERMINE YOUR RENTER CLASSIFICATION.

If your guests would like to use the YOUTH CENTER during your event, contact the Youth Director at 845-658-8982 prior to your event.

	Group A	Group B	Group C	Group D
COMMUNITY CENTER	\$20 2 Hr. Maximum	\$120	\$250 for an Event \$40 Meeting - 2 Hr. Maximum	\$25 per Hr. 2 Hr. Minimum (meeting) \$400.00 Event
KITCHEN	\$30	\$60	\$75 for a Event \$40 for a Meeting	\$100.00
BALLFIELD 4 HOUR USAGE		FOUR HOUR SLOT \$20 \$45 with lights	FOUR HOUR SLOT \$50 \$75 with lights	FOUR HOUR SLOT \$100 \$150 with lights
PAVILION Per Table		\$10 PER TABLE 10 TABLES MAX	\$15 PER TABLE 10 TABLES MAXIMUM	\$20 PER TABLE 10 TABLES MAXIMUM
PAVILION After Labor Day		\$120 ENTIRE PAVILION	\$200 ENTIRE PAVILION	\$300 ENTIRE PAVILION

## STEP 2 : SIGN APPLICATION: YOU MUST READ THIS PAGE AND RULES & REGULATIONS ON PG. 2 BEFORE SIGNING

I hereby certify that I have read and understand the Town of Rosendale Recreation rules and policy on Page 2 and agree that they are made a part of this agreement by reference and that I will abide by the same. I agree to assume responsibility for any damages to the building, furniture, and/or equipment occurring during the occupancy of the facility and all clean-up in accordance with my requirements. Any and all damages sustained to the above shall be compensated within five days (5) days of notice of payment due. I also understand that I may forfeit future opportunities to use the Recreation Center if I do not meet this responsibility. I further understand that the Recreation Director may check the facility during and immediately after my event for cleanliness and/or damage. In the event that I must cancel, two weeks' notice is required for a full refund. By signing the application form, I and my group agree to follow all park rules and regulations. Furthermore, I and my group agree to indemnify and hold harmless and defend the Town of Rosendale, its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or my group as a result of the use of this facility and its adjoining property. I understand that, In the event of an emergency, the Town of Rosendale or its Representatives may cancel any activities previously scheduled.

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATED: \_\_\_\_\_  
 APPLICANT MUST BE 21 YEARS OR OLDER AND IS RESPONSIBLE FOR ENFORCING THE RULES AND REGULATIONS

**STEP 3:** Send signed application with 1) Rental Fee and 2) Clean-Up Deposit Fee to the Recreation Commission before the regularly scheduled monthly meeting date, which is the 3rd Tuesday of each month. NO CASH PLEASE. Make checks or money orders payable to: *Town of Rosendale*. Mail application with payment to: *Rosendale Recreation Commission, 1915 Lucas Avenue, Cottekill NY 12419*. Please note that all checks are deposited at the time application is approved. Clean-up Deposit will be reimbursed after a satisfactory inspection of the premises.

Contact Rosendale Recreation & Parks Director Tara Burke at: 845-658-8198 with questions.

### FOR OFFICE USE ONLY

Clean-Up Deposit Rec'd \_\_\_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_ / Rental Fees Rec'd \_\_\_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Rosendale Recreation Commission \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION**Equipment

The facility contains: (7) 48" round tables; (12) 6' rectangular tables; (15) straight-back black chairs; (150) reception-style chairs. The kitchen contains (1) commercial refrigerator; (1) commercial freezer; (1) 36" commercial range; (1) ice machine (1) 24" griddle; (1) 14" fryer; a prep sink, deep commercial sinks, and plenty of counter space.

Group Classifications

\*Please note that the Recreation Commission makes final determination of a renter's classification.

- Group A: Private Meetings under 2 hours of Rosendale non-profit, civic, social organizations, religious orders & schools not charging entry fees.
- Group B: Rosendale resident: private parties; public meetings / forums, banquets or social events not charging entry fees.
- Group C: Non-resident private parties, meetings, banquets or social events not charging entry fees.  
Non-resident events hosted by non-profit organizations, political parties or individual parties requiring an entry free.
- Group D: Business or commercial meetings, seminars, parties, auctions, productions, classes or other events requiring an entry fee

**Rules & Regulations**

**BE CONSIDERATE** of others who may be using the facilities during your rental, and respect the facilities as property of the Rosendale community.

- 1) THE APPLICANT IS RESPONSIBLE FOR ENFORCING the rules and regulations AND MUST BE PRESENT AT FUNCTION. Applicant and group are responsible for compensation of property damage.
- 2) ALCOHOLIC BEVERAGES: NO DIRECT SALE OF ALCOHOLIC BEVERAGES IS PERMITTED. If alcoholic beverages are served during an event to which tickets are sold, a permit must be obtained from the A.B.C. Board, with a copy of the permit submitted to the Rosendale Recreation Commission. In addition, renter shall provide, as necessary, Host Liquor Liability Insurance coverage for those events during which alcoholic beverages are expected to be given or served. All requests for alcohol are subject by review to the Town of Rosendale Police Department.
- 3) NO SMOKING in any indoor buildings or within 50' of buildings on the recreation grounds; The Playground is a NO SMOKING area.
- 4) For pavilion renters, MUSIC may be played so as not to be a nuisance to other park patrons. You will be required to turn off music that is deemed profane or obscene by any park personnel.
- 5) FURNITURE AND EQUIPMENT is not moved without Recreation Commission approval. No indoor furniture and equipment may be moved to outside the facility. PICNIC TABLES are not to be moved from under the pavilion.
- 6) Please do not touch the THERMOSTATS or ALARM SYSTEM.
- 7) DO NOT HANG ANYTHING on the walls or ceiling by any means: including tape; tacks, or; string
- 8) There are no provisions for renters to STORE ITEMS prior to or after rentals. The Town of Rosendale assumes no responsibility for PERSONAL PROPERTY brought into the building.
- 9) Please do not exceed your DESIGNATED RENTAL TIME. (\$10/\$20 per hour is charged for those not vacating the premises on time. This includes set-up and clean-up time.)
- 10) BEHAVIOR deemed destructive shall be cause for eviction of participants from the premises and may be cause for legal action. Renters are responsible to ensure all activities are properly supervised. ADEQUATE ADULT CHAPERONES are required for attendees under 18.
- 11) All activities require the applicant obtain & submit a CERTIFICATE OF INSURANCE & special event site plans and mass gathering permits may be required.
- 12) PARKING: No vehicle shall be driven or parked on any portion of the grounds other than established roadways and designated parking areas. DO NOT BLOCK ACCESS TO THE YOUTH CENTER OR PARK AT THE YOUTH CENTER IF IT IS IN USE DURING YOUR EVENT.
- 13) A SIGN ADVERTISING YOUR EVENT may be placed between the supports of the Recreation Center sign one (1) week before your function and must be removed immediately following the event. Certain events will be posted in the sign box at the discretion of the Recreation Commission.
- 14) POOL USE requires per-person daily user fee.
- 15) PAVILION ELECTRIC SERVICE is only basic service; damage due to overload may be charged back to renter.
- 16) **NO SMOKE MACHINES ALLOWED, No Candle Centerpieces, No Straw, Shavings or confetti Allowed.**
- 17) **Return all chairs and tables to the way you found them (template on wall by dance floor hallway exit).**
- 18) **RECREATION CENTER CAPACITY IS 200 MAXIMUM. RENTER IS RESPONSIBLE TO PAY ALL IMPOSED COSTS & FINES FOR VIOLATION.**

**INSTRUCTIONS TO PICK UP AND RETURN KEYS**

You may pick up the key to the building at **Town Clerk's Office between 9 a.m. and 4 p.m. Monday through Friday.** Town Hall may be closed during a holiday preceding your event. Please call Town Hall at 845-658-3159 to verify it will be open to pick up your key. You will receive your **CLEAN-UP CHECKLIST** with your keys. Return the completed and signed CLEAN-UP CHECKLIST with the keys.

**Keys must be returned within (2) days after your event.**

If there is clean-up or damage that exceeds the clean-up deposit fee, additional fees may be charged to Applicant/Group.

Please make sure all **DOORS ARE CLOSED AND LOCKED.** Please call 845-658-9000 or 911 for emergency.

Contact Rosendale Recreation & Parks Director Tara Burke at: 845-658-8198 or by email at [rosendalerecreation@gmail.com](mailto:rosendalerecreation@gmail.com) with questions or urgent concerns, Thank You.