

APPLICATION FOR USE: Rondout Municipal Center

STEP 1 : COMPLETE THE FOLLOWING - PLEASE PRINT

2018

Applicant's Name _____ Email _____
 Daytime phone # _____ Evening Phone # _____ (Proof of residency required)
 Name & Address Organization _____

Non-Profit? _____ NO _____ YES (Documentation required)

Type of Activity (dance, meeting, party, recreational activity 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: All activities must be finished and doors locked by 10:30 PM.)

Anticipated Attendance (Please do not exceed **MAXIMUM OCCUPANCY**):

Adult Chaperones are required

M1 (Meeting Room): # of Adults _____ # of Minors _____ Cafeteria: # of Adults _____ # of Minors _____

M15 # (Meeting Room): # of Adults _____ # of Minors _____ Kitchen Use: Yes _____ No _____

Gym: # of Adults _____ # of Minors _____

SEE PAGE 2 TO DETERMINE YOUR RENTER CLASSIFICATION. (Commission determines classification)

	Group A	Group B	Group C	Group D	Group E
Cafeteria Party/Event Space	NO CHARGE	\$20 2 Hr. Maximum	Four Hour Slot \$60.00 8hr. slot = \$120.00	\$250 for an Event \$40 Meeting - 2 Hr. Maximum	\$60 per Hr. 2 Hr. Minimum
KITCHEN	NO CHARGE	\$30	\$60	\$40.00 meeting (2hr max) \$75 event	\$150.00
Meeting Room or Out Door Grounds 4 HOUR USAGE	NO CHARGE	Two Hour Slot \$20	2hr. slot = \$25.00 3hr. slot = \$30.00 4hr. slot = \$40.00	\$20.00 per/hr 2hr. Min. – 8hr. max	FOUR HOUR SLOT \$120.00 Eight Hour Slot \$240.00
Gym			Half Gym 2hr \$25.00 Full Court \$50.00	Half Gym 2hr \$45.00 Full Court \$80.00	½ Gym 2hr Max. \$60.00 Full Gym \$120.00 For Profit Use \$500.00/day use

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/Marbletown 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 Municipal Center if I do not meet this responsibility. I further understand that town management 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 rules and regulations. Furthermore, I and my group agree to indemnify and hold harmless and defend the Town of Rosendale and the Town of Marbletown, 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/Marbletown 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: Rondout Municipal Center. NO CASH PLEASE. Make checks or money orders payable to: Rondout Municipal Center. Mail application with payment to: Rondout Municipal Center, 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 Rondout Municipal Center Building Manager at 845-750-7167 with urgent concerns; or the Town Clerk at 658-3159 ext. 2 for Key Pick up.

FOR OFFICE USE ONLY

Clean-Up Deposit Rec'd \$100.00 Check # _____ Date: _____ / Rental Fees Rec'd _____ Check # _____ Date: _____

Approved by the Rosendale Recreation Commission _____ Date: _____

PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION

Group Classifications

*Please note that the Recreation Commission /or the Town Board makes final determination of a renter's classification.

Group A: Town of Rosendale/Marbletown events or meetings.

Group B: Private use under 2 hours of Rosendale/Marbletown non-profit, civic, social organizations, religious orders & schools not charging entry fees.

Group C: Rosendale/Marbletown resident: private parties; public meetings / forums, banquets or social events not charging entry fees. Rosendale/Marbletown-based non-profit organizations, political parties, or individual candidates requiring an entry fee.

Group D: Non-resident private parties, meetings, banquets or social events not charging entry fees. Business or commercial & Non-resident events hosted by non-profit organizations, political parties or individual parties requiring an entry fee.

Group E: Business meetings. Final determination of fees for public events requiring a site plan will be made by the Commission.

Rules & Regulations

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

- 1) THE APPLICANT IS RESPONSIBLE FOR ENFORCING the rules and regulations AND MUST BE PRESENT AT FUNCTION. Applicant and group is responsible for compensation of property damage. Applicant is responsible for leaving the building clean - broom swept and vacuumed, counters and tables wiped off. Kitchen must be swept, mopped. The counters, shelves and tables wiped off. Please take the garbage out. Thank you for your consideration!
- 2) NO ALCOHOLIC BEVERAGES! NO DIRECT SALE OF ALCOHOLIC BEVERAGES IS PERMITTED on this property.
- 3) NO SMOKING in any indoor buildings or within 50' of buildings on the recreation grounds; The Playground is a NO SMOKING area.
- 4) MUSIC may be played so as not to be a nuisance to other patrons. You will be required to turn off music that is deemed profane or obscene by any town personnel. Music will be limited to designated areas and volumes.
- 5) FURNITURE AND EQUIPMENT is not moved without Recreation Commission approval. No indoor furniture and equipment may be moved to outside the facility.
- 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/Marbletown assumes no responsibility for PERSONAL PROPERTY brought into the building.
- 9) Please do not exceed your DESIGNATED RENTAL TIME. (\$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 riders as deemed appropriate.
- 12) PARKING: No vehicle shall be driven or parked on any portion of the grounds other than established roadways and designated parking areas. No parking on the grass!
- 13) **NO SMOKE MACHINES ALLOWED, No Candle Centerpieces, No Straw, Shavings or confetti, no bouncers allowed.**
- 14) **Please return all chairs and tables to the way you found them. Please take out the garbage and sweep the floor. Turn off the lights and lock the doors before you leave.**

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 in the hanging black drop box after use.**

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.**

Contact Rondout Municipal Building Manager at 845-750-7167 with questions.

Marbletown Community Center at 845-687-0800 or the Rosendale Recreation Center at 845-658-8198