

# APPLICATION FOR USE: TOWN OF ROSENDALE Maple Hill Hall

2021

## STEP 1: COMPLETE THE FOLLOWING - PLEASE PRINT

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

Name & Address Organization \_\_\_\_\_  
 \_\_\_\_\_ Non-Profit? \_\_\_NO\_\_\_ YES (Documentation may be required)

Type of Activity (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: 10:00 PM)

Anticipated Attendance (48 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.

This meeting room holds 48 people

|                             | Resident | Non-Resident |  |
|-----------------------------|----------|--------------|--|
| Meeting Time<br>2 hours     | \$20.00  | \$50.00      |  |
| Meeting Time<br>4 hours max | \$30.00  | \$80.00      |  |

## 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 Facility 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 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.

### Deposit Requirements are as follows:

- 1) A 50% deposit is required with Application. The Final Payment and Certificate of Insurance are due when you pick up the key for your event.
- 2) If you are cancelling 30 days prior to your event you will receive a full refund of your deposit
- 3) If you are cancelling 15 days prior to your event you will receive a refund of 50% of your deposit
- 4) If you are cancelling 14 days or less no refund will be given

Deposit must be received within two (2) weeks of your Rental Request in order for that date and time to be reserved for you.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**APPLICANT MUST BE 21 YEARS OR OLDER AND IS RESPONSIBLE FOR ENFORCING THE RULES AND REGULATIONS**

**STEP 3:**

- Send signed application with the Rental Fee and Security Deposit Fee to the Recreation Commission before the regularly scheduled monthly meeting date (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

**FOR OFFICE USE ONLY**

**\_ Room rental Fee:** \_\_\_\_\_ **Cleaning deposit:** \_\_\_\_\_ **Total rental fee:** \_\_\_\_\_

**Deposit Received:** \_\_\_\_\_ **Check#, MO# or Cash** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Receipt # for Cash:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_ **Check#, MO# or cash:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Receipt # for Cash:** \_\_\_\_\_

**Refund Amount:** \_\_\_\_\_ **Minus damages:** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

## Curfew is Midnight for the Indoor Facilities and Dusk for the Park

PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION

### Equipment

1 conference table that seats 14 people.

### 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:** The applicant is responsible for enforcing the Rules and Regulations and must be present at the Function. The Applicant and/or 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 a Event to which tickets are sold, a permit must be obtained from the New York State Liquor Authority with a copy of the Permit submitted to the Rosendale Recreation Commission. In addition the 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) **SMOKING:** There is NO SMOKING on Town of Rosendale property AT ALL. This includes inside and outside.
- 4) **MUSIC** - Music may be played so as not to be a nuisance to other patrons. You will be required to turn off any music that is deemed profane or obscene by Park Personnel.
- 5) **FURNITURE AND EQUIPMENT:** Furniture and equipment is not to be moved without prior Recreation Commission approval. No indoor furniture and equipment is to be moved outside the facility. At the end of your event all tables & chairs must be set up in accordance to how it was originally found. The conference table cannot be moved.
- 6) **SYSTEMS:** Please **do not touch** the thermostat or alarm systems.
- 7) **WALLS & CEILING:** Do not hang anything on the walls or ceiling by any means - including tape; tacks, or string.
- 8) **STORAGE:** 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) **DESIGNATED RENTAL TIME:** Please do not exceed your designated rental time. \$10/\$20 per hour will be charged for those not vacating the premises on time. (This includes your set-up and clean-up time.)
- 10) **BEHAVIOR:** Any 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) **CERTIFICATE OF INSURANCE:** All activities require the Applicant to obtain & submit a Certificate of Insurance. Special Event Site Plans & Mass Gathering Permits may also be required.
- 12) **PARKING:** Parking is only permitted in the front parking lot of the property.
- 13) **RESTRICTIONS: NO bounce houses, smoke machines, candle centerpieces, straw, shavings or confetti is allowed.**
- 14) **CAPACITY:** The capacity for the Hall is 48 persons maximum. The Renter will be responsible for any and all imposed costs & fines accrued for violating this.

### INSTRUCTIONS FOR PICKING UP AND RETURNING KEYS

- Recreation Office hours are 12:30 pm- 3:30 pm Monday through Friday.
- Please contact the office at 845-658-8198 to make arrangements to pick up the key prior to your event.
- You will receive a CLEAN-UP CHECKLIST with your keys. You will sign the checklist as well for the key given to you.
- Keys must be returned within (2) days after your event.
- If your key is not returned within this time a \$25 fee will be charged and taken from your deposit.
- 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.
- For Emergencies call 845-658-9000 or 911.
- Contact the Rosendale Recreation Center at 845-658-8198 or email at [recreation@townofrosendale.com](mailto:recreation@townofrosendale.com) with any questions or concerns.

# Key Pick Up & Clean-Up Check List

Key # \_\_\_\_\_

## INSIDE USE

- **NO SMOKING IS ALLOWED INSIDE THE BUILDING ON THE GROUNDS OR PROPERTY AT ALL**
- Thermostats and alarm system are NOT to be touched for any reason.
- During your event nothing can be placed in front of any of the doors/fire exits.

## **NO ONE IS ALLOWED IN THE BACK BY THE GARAGE AREA**

\_\_\_\_ All tables and chairs are to be returned to the way you found them

\_\_\_\_ All floors must be clean

\_\_\_\_ Tabletops are wiped down

\_\_\_\_ Garbage cans are emptied & garbage bags are replaced

\_\_\_\_ All lights are turned off

\_\_\_\_ All doors are locked and securely closed

## **ALL TRASH MUST BE TAKEN HOME**

If any of your party goes outside it is also your responsibility to make sure that the grounds are clean and picked up.

Please sign below that you have read and understand the above policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

During your event if you need any assistance please contact Dorene Whitaker @ 845-768-2161

**In an extreme emergency call 911.**