

APPLICATION FOR USE: TOWN OF ROSENDALE RECREATION FACILITIES

STEP 1:

COMPLETE THE FOLLOWING - PLEASE PRINT

2021

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Applicant's Name _____ Phone # _____ Evening Phone # _____

Applicant's Address _____ (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: _____

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

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

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

_____ There is a \$100 cleaning deposit required. _____ If you are serving alcohol the cleaning deposit required is \$500.00

	Community Center	Large events (includes weddings, Parties, with DJ or Band, etc.)	Kitchen	Meetings	Pavilion Per table	Entire Pavilion	Ball Field
Resident Private Event	\$120.00 for 6 hour max \$10.00 for each additional hour	<u>People – Fee</u> 1 – 50: \$120 51 – 100: \$200 101 – 150: \$250 151 – 200: \$300 Weddings: \$800 (all day access)	\$80.00	\$20.00 for a 2 hour session	3- tables \$30 6- tables \$50 12-tables \$100	Entire Pavilion not rentable during June, July & August Only by table \$120.00	\$20.00 for 4 hour slot with lights \$45.00
Non-Resident Private Event	\$250.00 for 6 hour max \$20.00 for each additional hour	<u>People – Fee</u> 1 – 50: \$250 51 – 100: \$500 101 – 150: \$750 151 – 200: \$1000 Weddings: \$1200 (all day access)	\$100.00	\$40.00 for a 2 hour session	3- tables \$45 6-tables \$75 12-tables \$150	\$200.00	\$50.00 for 4 hour slot with lights \$75.00
Resident Civic, 501C-3, Forums, Religious, School Events, Social & Trainings	\$120.00 for 6 hour max \$10.00 for each additional hour		\$80.00		\$100 max of 12 tables allowed To be used	Remaining Tables must be left open for public use.	
Non-Resident Civic, 501C-3, Forums, Religious, School Events, Social & Trainings	\$250.00 for 6 hour max \$20.00 for each additional hour		\$100.00		\$200 max of 12 tables allowed to be used	Remaining Tables must be left open for public use.	
Resident Public Event (Selling Tickets for Event)	\$175.00 for 6 hour max \$10.00 for each additional hour		\$80.00				
Non-Resident Public Event (Selling Tickets for Event)	\$300.00 for 6 hour max \$20.00 for each additional hour		\$100.00				

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.

STEP 2: SIGN APPLICATION

YOU MUST READ THIS PAGE AND RULES & REGULATIONS ON PAGE 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 Town Employees or Recreation Commission Members may check the facility during and immediately after my event for cleanliness and/or damage. 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: _____ **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

<u>FOR OFFICE USE ONLY</u>			
Room rental Fee: _____	Kitchen: _____	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

The facility contains: 20 - 60" round tables, 8 - 6' rectangular tables & 143 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.

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 an 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 Recreation property AT ALL. This includes inside and outside.
- 4) **MUSIC** - Music may be played so as not to be a nuisance to other Park 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. Picnic Tables are not to be moved from underneath the Pavilion. At the end of your event all tables & chairs must be set up in accordance to the template on wall by dance floor hallway exit.
- 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:** No vehicles shall be driven or parked on any portion of the grounds other than established roadways and designated parking areas. Do not park or block access to the Youth Center if it is in use or open during your event.
- 13) **SIGNAGE** - A sign advertising your event may be placed between the supports of the Recreation Center sign along Route 32 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:** Use of the Pool requires per-person Daily User Fee.
- 15) **PAVILION ELECTRIC SERVICE:** Electrical Service at the Pavilion is only a basic service. Any damage due to overload may be charged back to the Renter.
- 16) **RESTRICTIONS: NO bounce houses, smoke machines, candle centerpieces, straw, shavings or confetti is allowed.**
- 17) **CAPACITY:** The capacity for the Recreation Center is a maximum of 200. 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 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.

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

____ All floors are swept & mopped clean

____ Kitchen floor is mopped

____ Kitchen surfaces are cleaned including countertops and stove
(If the oven was used make sure to clean up any spills inside oven and also drain all oil out of the fryer grill grease if used.)

MAKE SURE THAT THE OVEN'S ARE TURNED OFF AND ALL FOOD REMOVED

____ Refrigerators are checked, cleaned and all your items removed

____ Tabletops are wiped down

____ Garbage cans are emptied & garbage bags are replaced.
(In the kitchen there is a supply box with extra toilet paper, hand towels and garbage bags.
There are dumpsters outside of the kitchen for you to put your trash into.)

____ All lights are turned off

____ Kitchen & front door are locked.

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

OUTSIDE USE (Pavilion & Baseball Field)

- 1) Pavilion – picnic tables must be put back to the way you found them.
- 2) Pick up any trash on the grounds, all trash cans must be emptied and all trash put in the outside dumpster located in the parking lot on the other side of the Rec. Center near the ball field. You must also replace trash bags with 55 gal drum trash bags.

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.