

Town of Esopus
1 Town Hall Way FKA 284 Broadway
Ulster Park, NY 12487
845-331-3709

APPLICATION FOR USE OF TOWN OF ESOPUS COMMUNITY CENTER

Use of the Kitchen (cooking event – UC Board of Health Permit may be required) \$50
RENTAL FEES ARE NON-REFUNDABLE

COMMUNITY CENTER	RESIDENT FEES	NON-RESIDENT FEES
No stove	\$175	\$275
With Stove	\$225	\$325

_____ * Refundable Security Deposit - **\$100** (separate check)

_____ ** Meetings only (Monday-Thursday) **\$25**

**Certain events will require the applicant to obtain & submit a Certificate of Insurance as deemed appropriate by the Town of Esopus Town Board.

The Town of Esopus assumes no responsibility for personal property brought into the building.

Applicants Name: _____

Organization: _____ Type of Event: _____

Applicants Address: _____

Daytime # _____ Cell#: _____ Evening#: _____

Date Requested: _____

Time Requested: IN _____ OUT _____

Anticipated Attendance (maximum occupancy – 180 people) _____

I UNDERSTAND THERE IS NO ALCOHOL ALLOWED - signature _____

Security Deposit Ck# _____ \$100 Rental Fee \$ _____ Check # _____

Security Deposit will be returned after key is returned and inspection by Town personnel. Cost of repairs of damage to Town property will be deducted from the deposit, with damages above \$100 being charged to the applicant or organization if applicable.

Rental for any event or organization that falls outside of the above parameters will be at the discretion of the Town of Esopus Town Board.

PROOF OF RESIDENCY/ID _____ AUTHORIZATION _____

DECLARATION OF RESPONSIBILITY FOR USE OF TOWN OF ESOPUS COMMUNITY CENTER

I, _____
Name (Print)

On behalf of _____
(Organization or self)

Do hereby state that I have read and understand all the rules and regulations regarding the use of the Town of Esopus Community Center, and agree to abide by and to enforce these regulations.

I also agree to provide adequate supervision of our planned event in order to ensure that proper care will be taken to avoid damages to Town owner property, and as responsible party, I will assure that the Community Center is left in the condition in which it was found.

I understand that the Town of Esopus will hold a deposit of \$100 as security against any damages to the building, furniture, and/or equipment that occurs during the occupancy of the facility by the above organization. ***I also understand that I may forfeit future opportunities to use the Town of Esopus Community Center if I do not meet this responsibility.***

I will ensure that nothing shall be affixed to the walls of the Community Center by tape, nails, tacks, hooks, screws or other devices.

Furthermore, I agree to indemnify and hold harmless the Town of Esopus, its officers, agents, servants and employees from any and all claims resulting from injuries, damages, and losses sustained by myself or my organization as a result of the use of this facility.

Signature

Date

Note: Town wide emergency situations take priority on use of this Town facility

Community Center Rules & Regulations

- **NO ALCOHOL OR CONFETTI allowed in Community Center at any function**
- **There is no smoking allowed inside the Community Center or anywhere in the Town of Esopus Town Hall**
- **Please do not block Emergency Exits**
- **Parking is only allowed in designated spots in the parking lot. Vehicles are not allowed to drive on sidewalks**
- **Nothing shall be affixed to the walls or the ceiling of the Community Center by tape, nails, tacks, hooks, screws or other devices**
- **No furniture is to be removed from the Community Center. Indoor furniture is not to be used outside the building**
- **You must be 21 years of age or older to rent the Community Center**
- **There must be adequate supervision during the event. Adequate adult chaperones are required for attendees under 18 years of age**
- **Please do not touch thermostat controls or alarm system controls**
- **Any special equipment brought into the Town of Esopus Community Center must be first approved by the Town Board**
- **The Town of Esopus does not assume responsibility for any personal property brought in to the Town of Esopus Community Center**
- **There are no provisions for renters to store items prior to or after rentals**
- **Please remove any unused food items from the kitchen and refrigerator after your event**
- **Please be sure to fill out Clean Up Checklist at the conclusion of your event**
- **Certain activities may require a Certificate of Insurance at the request of the Town of Esopus Town Board**
- **Certain uses of the kitchen for cooking events may require a Permit from the Ulster County Board of Health**
- **No jump houses inside or outside of community center**
- **All scuff marks must be removed from the community center floor**

**PLEASE LEAVE THE TOWN OF ESOPUS COMMUNITY CENTER IN THE
CONDITION IN WHICH IT WAS FOUND**

**KEYS MUST BE RETURNED TO THE TOWN CLERK WITHIN
2 BUSINESS DAYS**

IMPORTANT

ATTENTION: ALL GROUPS USING COMMUNITY ROOM MUST

1. RETURN ROOM AS IT WAS
2. IF ADDITIONAL MESS IS CREATED DURING THE EVENT THE HOST WILL BE RESPONSIBLE FOR SUCH
3. IF KITCHEN AND BATHROOM ARE ACCESSIBLE AS PART OF THE EVENT THOSE ROOMS ARE EXPECTED TO BE KEPT CLEAN

***** BLACK SCUFF MARKS MUST BE REMOVED FROM THE FLOOR (TENNIS BALL SCUFF REMOVER IN THE JANITORIAL CLOSET OUTSIDE OF THE LADIES' ROOM) *****

HOST IS RESPONSIBLE FOR ALL LISTED BELOW:

1. GARBAGE REMOVAL (DUMPSTER IS LOCATED IN THE REAR OF THE BUILDING) TRASH INSIDE RECEPTACLES
2. SWEEPING OF FLOOR (BROOM IN JANITORIAL CLOSET)
3. TABLES AND CHAIRS REPLACED AS THEY WERE PRIOR TO THE EVENT
4. MOP ANY SPILLS OR HEAVY FOOT TRAFFIC (MOP TO BE PROVIDED)
5. CLEANING OF DISHES AND KITCHEN (CLEANING SUPPLIES SUCH AS SPONGES AND DISH SOAP MUST BE SUPPLIED BY HOST)
6. CLEAN ANY GARBAGE OR MAJOR GRIME LEFT IN BATHROOMS
7. LOCKING OF ALL WINDOWS AND DOORS AFTER EVENT IS OVER – THIS APPLIES TO EVENTS BEING HELD ON WEEKENDS AND WEEKDAYS AFTER 4 PM
8. RESPONSIBLE FOR ANY DAMAGES THAT OCCUR DURING EVENT

ALL THESE REQUIREMENTS ARE TO BE MET BY WHOMEVER HOLDS AN EVENT AT THE TOWN HALL UNLESS, ADDITIONAL OR LESSER RESPONSIBILITIES ARE WORKED OUT OR CONTRACTED BEFORE HAND.

NOTE: NO ONE DURING THESE EVENTS PERMITTED IN THE UPSTAIRS OF THE BUILDING OR IN THE STAIRWELLS.

NO ALCOHOL ALLOWED

CLEAN UP CHECKLIST

The following tasks must be completed before exiting the Town of Esopus Community Center. The Community Center must be left in the condition in which it was found. Please check off each item at completion, and sign at the bottom. Return Checklist with keys to the Town Clerk within 2 business days. Thank you for your cooperation.

- _____ Chairs and Tables put back where they were found
- _____ Bathrooms checked for orderliness, Lights turned off
- _____ Kitchen equipment shut off and cleaned
- _____ Counters wiped down, spillage cleaned
- _____ Leftover food removed from refrigerator
- _____ **Sweep and mop floors. Supplies are located in the janitorial closet near restrooms**
- _____ **Black Scuff marks MUST be removed from the floor (Tennis Ball Scuff remover in the janitorial closet near restrooms**
- _____ Lights turned off in halls and community center
- _____ Check to see that building is empty
- _____ Windows are shut and locked
- _____ Doors locked

Name	Date	Time Out
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Please return keys to Community Center to the Town Clerk.

Emergency Phone Numbers

Dan Vedder Maintenance – 845-901-4457

Holly Netter - Town Clerk, 845-331-9121

Supervisor, 845-331-0676