

LOCAL NON-PROFIT AND SERVICE ORGANIZATIONS

(Approval and record keeping person – Secretary to the Supervisor)

Applications are due at least 10 days in advance of date wanted.

1 - \$50 deposit may be due with application.

(Such deposit may be waived for cause by the Supervisor or refunded.)

2 – “No Fee” if the use is between 9:00 am and 4:00 pm Monday through Friday.(except Town holidays) ... or \$15 per hour of use after 4:00 pm on said days, or all hours used on Saturday, Sunday or holidays.

If a deposit is waived, any other fees are due at time of application, 10 days in advance of rental date.

Exceptions:

- a) Legion Post 664 and Womens Auxiliary are exempt from any deposits or fees, but must schedule its time.
 - b) Town of Mendon, its supported groups and other boards are exempt from cost, but must schedule its time.
 - c) Scout troops may make arrangements with the Town. (a deposit may be all that is required)
 - d) Other organizations where the majority of participants are under age 18, special arrangements may be made with the Town. Such groups must, however, have adult supervision on a minimum 1-to-9 ratio.
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LOCAL RESIDENTS HOLDING A RECEPTION, PARTY, ETC.

(Approval and record keeping person – Secretary to the Supervisor)

Applications are due at least 10 days in advance of date wanted.

1 - \$100 deposit due at time of application approval.

(Deposit may be refunded if building/grounds are returned clean & undamaged)

2 - \$20 per hour of use (\$60 minimum)

All deposits and fees are due upon application’s date, or at least 10 days in advance of rental date.

Note: Renter must be a current resident of the Town of Mendon and be present at the planned event.

LOCAL (ONLY) FOR-PROFIT ORGANIZATIONS

(Requires Town Board Approval)

Applications due at least 30 days in advance of date wanted.

1 - \$200 (minimum fee, for use up to 4 hrs.)

2 - \$50 due for each hour over 4 hours.

All fees are due after application is approved or 15 days in advance of date wanted.

Note: There is no separate “pavilion” rental arrangement. The pavilion is rented with the building. The hours of use shall be: Each weekday or weekend day: 9:00 am to midnight.

PROCEDURES / RESPONSIBILITIES For Use of Community Center

1. The application must be submitted to the Town's agent, as follows:
 - a) All local non-profit groups, service organizations and private citizens;
ten (10) days in advance of requested date.
 - b) All local for-profit organizations;
At least thirty (30) days in advance of requested date.
2. The Town's agent determines if the date is available.
3. A security deposit may be required (see fee schedule).
4. Application and Agreement are completed and forwarded to Town's agent for his/her approval, or if applicable, to the Town Board for their approval.
5. Any deposits or fees due should accompany said application.
(if approval is not given, said money will be refunded)
6. The Town's agent forwards a copy of Application and Agreement and any conditions required by the Town, to the individual responsible for monitoring the event.

RULES GOVERNING USE OF COMMUNITY CENTER

1. Eligibility:

Use of this facility must be by:

- a) A local non-profit group or local service organization with a majority of its members being current Town of Mendon residents.
- b) A current local Town of Mendon resident wishing to hold such events as: A wedding reception, family reunion, anniversary party, etc. Said resident is expected to be the sponsor and be in attendance at the event.
- c) A local for-profit organization having a place of business or operation located within the Town of Mendon. Use of the facility shall primarily be for the benefit of its local employees.

2. Deposit or other fees due shall be paid to the Town at the time of application.

3. Hours of use: weekdays and weekends – 9:00 am until midnight

4. Policy for use:

- a) Carry in/Carry out
- b) No alcoholic beverages allowed on the premises
- c) No smoking allowed within the building
- d) Building to be left broom-clean
- e) Catering allowed
- f) Use of telephone for emergency only

AGREEMENT FOR USE OF COMMUNITY CENTER

The request for use will be subject to the following conditions and any others the Town may impose.

1. The application containing the name, address and phone number of the person/organization asking to use the facility, must be submitted for consideration to the Town as follows:
 - a) for local non-profit groups, service organizations, or private citizens: applications must be made at least 10 days prior to rental date
 - b) for local for-profit organizations: applications must be made at least 30 days prior to rental date.
2. All applications should be submitted between 8:30 am and noon, Monday through Friday (except holidays)
3. The individual requesting use of the facility shall be held responsible for any damage or abuse to the property and any violation of rules for the use of this property.
4. The individual requesting use of this facility must attest to the fact that the organization or Individual meets the eligibility requirements as shown in Rules Governing the Use of the Community Center.
5. Adult supervision must be in attendance at all times during the event planned on rental date.
6. All fees and deposits are required at the time of application and any refundable deposits will be refunded within 30-45 days after event, and upon satisfactory inspection of facility.
7. Any violation of Rules Governing the Use of the Community Center may jeopardize future use of this facility.
8. Should the applicant, for any reason, cancel the event, the Town's agent must be notified at least 48 hours in advance of scheduled use.
9. Should inclement weather prevent ice and snow control to be performed before the scheduled event, the Town has the right to cancel the use of the facility and will refund all money paid by the applicant.
10. Town government functions preempt any and all uses of this facility.

I hereby acknowledge the receipt of the Rules Governing the Use of the Community Center and agree to abide by them.

Signature of applicant

Date

Signature of Town representative

Date

APPLICATION FOR USE OF COMMUNITY CENTER

Date _____

Organization or Individual wishing to use facility _____

Number of persons expected to attend the event _____ (there is a maximum allowed)

Name and address of individual who is applying on behalf of above organization or person:

Name _____ Phone # _____

Address _____

Description of event planned _____

I hereby certify that:

- _____ a) Our for-profit organization or company; has a place of business within the Town of Mendon or
- _____ b) Our (non-profit or service organization) group's membership consists of a majority of its members residing in the Town of Mendon or
- _____ c) I am a private citizen-resident of the Town of Mendon (for a person holding a reception, etc.)

(Place an X on the appropriate line)

- Note: a) Should this group/organization consist of under age youth, the adult supervising this function and who will be in attendance at it must be the one signing below.
- b) If it is being rented for a party, the citizen/renter who will be in attendance at this function shall be the signer below.

Name

Address

Phone Number

Requested date of use: _____ Hours of Use: _____

Building only : _____ Building/Pavilion _____

Security Deposit required: _____ Hourly fees required: _____

Approval granted by a) Town Board's agent _____(signature)
b) Town Board _____(Supervisor's signature)

Total money required \$ _____

Signature of person receiving money _____ Date Rec'd _____