

# TOWN OF MENDON FALLS POST 664 COMMUNITY CENTER

## 167 North Main Street, Honeoye Falls

### **LOCAL NON-PROFIT AND SERVICE ORGANIZATIONS**

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

- 1 - \$50 deposit due at time of application (Deposit will be refunded if building/grounds are returned clean & undamaged)
- 2 - Certificate of Insurance - naming the Town of Mendon as an additional insured

Exceptions:

- a) Legion Post 664 and Women's Auxiliary are exempt from fees, but must schedule its time.
- b) Town of Mendon, its supported groups and other boards are exempt from fees, but must schedule its time.
- c) Scout troops may make arrangements with the Town. (a deposit is required)
- d) Other organizations where the majority of participants are under age 18, special arrangements may be made with the Town. (A deposit is required) Such groups must, however, have adult supervision on a minimum 1-to-9 ratio.

### **LOCAL RESIDENTS HOLDING A RECEPTION, PARTY, ETC.**

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

- 1 - \$100 deposit due at time of application (Deposit will be refunded if building/grounds are returned clean & undamaged)
- 2 - \$30 per hour of use (\$90 minimum)
- 3 - Certificate of Insurance - naming the Town of Mendon as an additional insured

All deposits and fees are due at time of application, 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 Supervisor Approval)**

Applications due at least 10 days in advance of date of use. All fees are due after the application is approved or 10 days in advance of the date of event.

- 1 - \$100 deposit due at time of application (Deposit will be refunded if building/grounds are returned clean & undamaged)
- 2 - \$200 (minimum fee, for use up to 4 hrs.) \$50 due for each hour over 4 hours.
- 3 - Certificate of Insurance - naming the Town of Mendon as an additional insured

### **ALL FUNCTIONS – SUMMER RESERVATIONS**

Note: There is no separate "pavilion" rental arrangement. The pavilion is rented with the building.

**[Community Center Contact: \(585\) 624-6060](tel:5856246060)**

Applicants hereby agree to defend, indemnify, and hold harmless the Town of Mendon, its officers, agents, and employees from and against any and all claims, demands, costs, liabilities, and expenses, including but not limited to reasonable attorneys' fees, arising out of or related to the applicant's use of Town of Mendon property.

# APPLICATION FOR USE OF COMMUNITY CENTER

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Today's Date: \_\_\_\_\_

Organization or Individual wishing to use facility: \_\_\_\_\_

Requested date of use: \_\_\_\_\_

Hours of Use: \_\_\_\_\_ (time you'd like to get into the bldg. and time you are leaving)

Number of persons expected to attend the event \_\_\_\_\_ (maximum 97 people)

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

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Description of event planned \_\_\_\_\_

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I hereby certify that: (Place an X on the appropriate line)

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

- Note: a) Should this group/organization consist of underage 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.

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Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

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## **FOR INTERNAL USE ONLY (DO NOT COMPLETE THE SECTION BELOW)**

Security Deposit required: \_\_\_\_\_ Hourly fees required: \_\_\_\_\_

Supervisor Approval (if needed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person receiving money: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

## AGREEMENT FOR USE OF COMMUNITY CENTER

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

1. The individual requesting use of the facility shall be held responsible for any damages or abuse to the property. If there are any violations of the rules, this may jeopardize future use of this facility.
2. The individual requesting use of this facility must attest to the fact that the organization or Individual meets the eligibility requirements.
3. Adult supervision must be in attendance at all times during the event planned on rental date.
4. All fees and deposits are required at the time of application and any refundable deposits will be refunded within 15 days after the event, upon satisfactory inspection of the facility.
5. 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.
6. 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.
7. Town government functions preempt any and all uses of this facility.
8. Hours of use: 7am until 10pm
9. Policy for use:
  - The facility is a "Carry in/Carry out". All garbage must be removed by renters, and the facility left in "broom clean" condition.
  - No alcoholic beverages allowed on the premises
  - No smoking allowed within the building
  - No candles allowed within the building (except for birthday candles)
  - Catering allowed
  - Use of telephone for emergency use only
  - No overnight stays
  - Basement is not available for use
10. Any sign posted on the property or building relating to the event:
  - Must be approved by the Town of Mendon Supervisor
  - Must comply with the Village of Honeoye Falls sign ordinance; and
  - May only be posted on the day of the event
11. Applicants hereby agree to defend, indemnify, and hold harmless the Town of Mendon, its officers, agents, and employees from and against any and all claims, demands, costs, liabilities, and expenses, including but not limited to reasonable attorneys' fees, arising out of or related to the applicant's use of Town of Mendon property

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

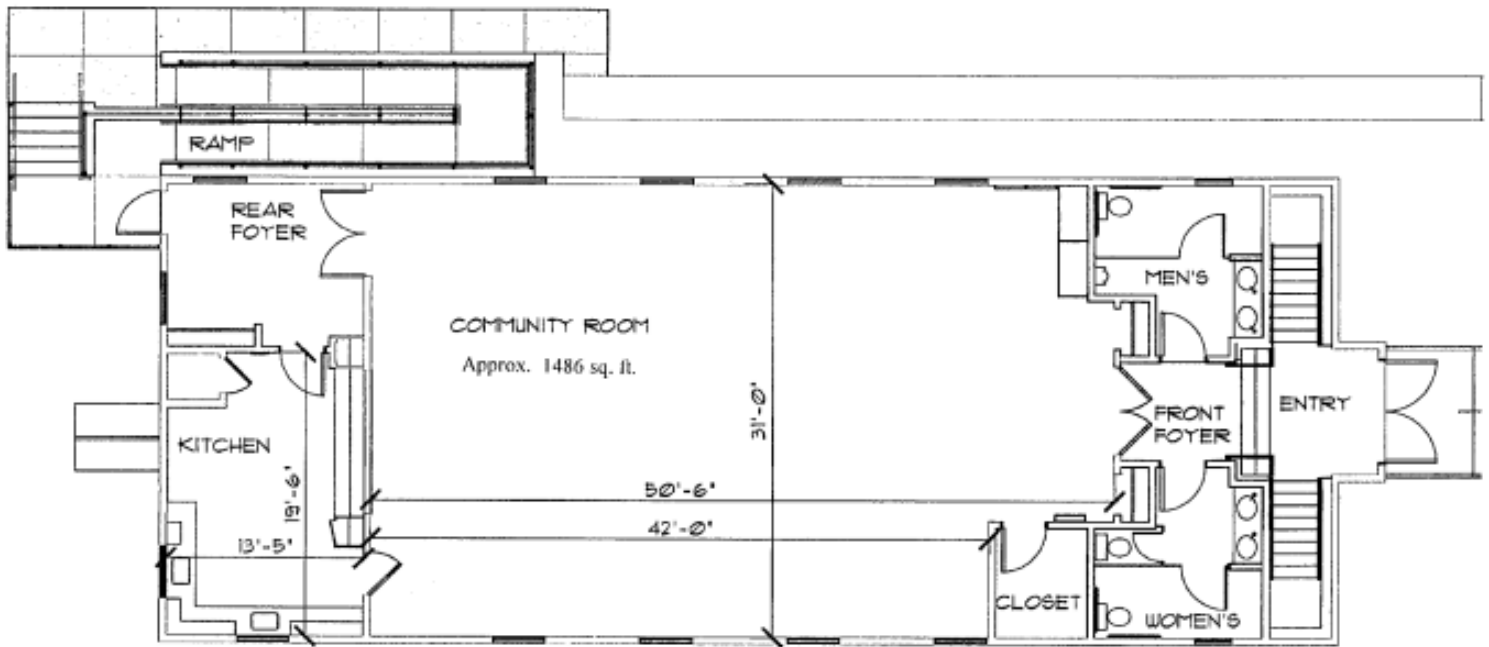
\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Town representative

\_\_\_\_\_  
Date

Town of Mendon Falls Post 664 Community Center  
167 North Main Street  
Honeoye Falls, NY 14472



- Maximum capacity: 97
- Available items: 13 six-foot tables (each holds up to 8 people), and 97 chairs
- Kitchen has a refrigerator, stove, microwave, and sink. However, there are no cooking/serving utensils or supplies
- Turn heat down to 60 degrees after use during the heating season
- Turn AC off after use in the warmer season

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