

TOWN OF MENDON FALLS POST 664 COMMUNITY CENTER

167 North Main Street, Honeoye Falls

Pending availability, the facility may be booked between the hours of 7:00am and 10:00pm

LOCAL RESIDENTS HOLDING A RECEPTION, PARTY, ETC.

Renter must be at least 18 years of age, a current resident of the Town of Mendon and be present at the planned event.

Application due at least 10 days in advance of the date of use. Deposit and fees due at time of application, or at least 10 days in advance of rental date.

- 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

LOCAL NON-PROFIT AND SERVICE ORGANIZATIONS

Organization must operate within the Town of Mendon and a member at least 18 years of age must be present at the planned event.

Application and deposit 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) Town of Mendon, its supported groups and other boards are exempt from deposit, but must schedule time.
- b) Legion Post 664 and Women's Auxiliary are exempt from deposit, but must schedule time.
- c) 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 (ONLY) FOR-PROFIT ORGANIZATIONS (Requires Town Supervisor Approval)

Organization must be located within the Town of Mendon and a member or employee at least 18 years of age must be present at the planned event.

Application due at least 15 days in advance of date of use. Deposit and fees due after the application is approved or at least 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 up to \$1,000,000 for [must specify event name]

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

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

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 renter or individual who is applying on behalf of above organization or person:

Name _____ Phone # _____

Address _____

Email _____

Description of event planned _____

Is an admission fee charged? Yes ____ No ____ If yes, how much? \$ _____

If yes, what will the proceeds be used for? _____

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 shall be the signer 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.

I 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.

Signature _____

Today's Date _____

Address _____

Phone Number _____

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

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

1. The individual requesting use of this facility must attest to the fact that the organization or individual meets the eligibility requirements outlined on page 1 of this application.
2. Renters must provide a Certificate of Insurance as set forth on page 1 of this application.
3. All fees and deposits are required at the time of application and any refundable deposits will be refunded within 30 days of the event, upon satisfactory inspection of the facility.
4. The individual requesting use of the facility shall be held responsible for any damages or abuse to the property. Any damage to the facility or items therein will result in forfeiture of the deposit and shall be promptly repaired at the renter's expense, and may jeopardize future use of this facility.
5. Adult supervision is required at all times during the event planned on rental date.
6. 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.
7. 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.
8. Town government functions preempt any and all uses of this facility.
9. In the event of any emergency that may require police, fire, or ambulance, contact 911.
10. 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, candles or other open flames allowed within the building (except for birthday candles)
 - Use of telephone for emergency use only
 - No overnight stays
 - Basement is not available for use
 - Disorderly conduct or illegal activities of any kind are prohibited and will result in ejection from the premises
11. 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
12. 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 it.

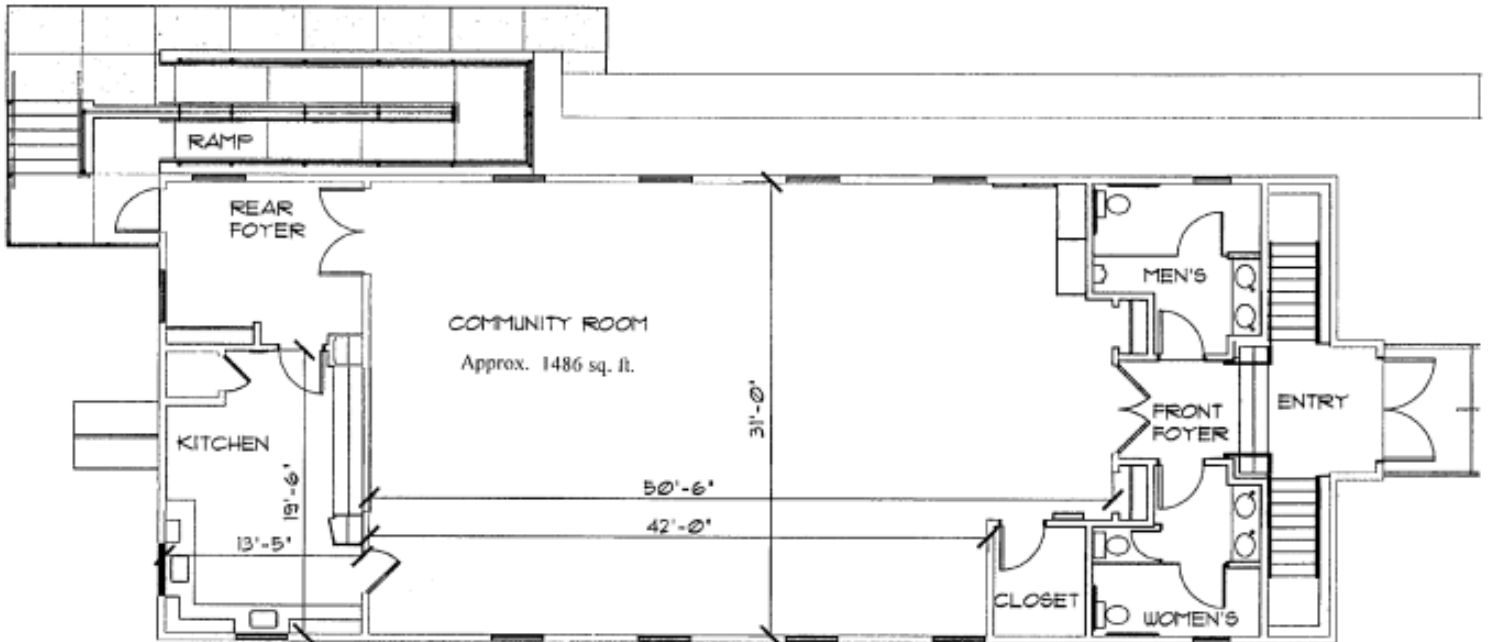
Signature of applicant

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