

Town of Clifton Park

Recreational Facility Use Policy

Part III - Buildings: Historic Grooms Tavern

Events:

- All events, programs, activities and rentals for Historic Grooms Tavern will be scheduled through the Office of Parks, Recreation and Community Affairs.
- Office of Parks, Recreation and Community Affairs will provide a calendar of events sponsored by the Town and the Friends of Grooms Tavern posted on www.cliftonpark.org.
- Events and other uses sponsored by residents or outside organizations must meet the criteria for appropriate use, as defined below and be in accordance with park rules and residential zoning uses.

Use of Grooms Tavern:

- The Town considers facility use requests without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, or any other legally protected status.
- It is the policy of the Town of Clifton Park to make its facilities available to Town residents, Town-based not-for-profits, Town-based community groups and Town businesses.
- Reservations are required for the use of Grooms Tavern. If the facility is available, the applicant will complete, sign and return the Facility Use Form along with full payment at least two weeks prior to the scheduled date of use. Rental of facility is at your own risk.
- The Town reserves the right to refuse any event which does not comply with these rules and which it deems inappropriate. No use will be permitted that adversely affects the residential character of the surrounding neighborhood.
- A Grooms Tavern "Facility Use" form will be available online at www.cliftonpark.org and in Town Hall at the Office of Parks, Recreation and Community Affairs.
- Organizations and residents must provide a certificate of insurance for not less than one million dollars or sign a Hold Harmless agreement.

Rules:

- All usage of the Historic Grooms Tavern venue should be in keeping with, and respectful of, a historic building. Uses should include only those that do not interfere with, nor damage in any way, displays, historical treasures, or any other historic fabric. All users are asked to respect the historical significance of the building and grounds, and to not touch displayed items or enter areas that are closed off.
- Hours: Grooms Tavern events may be held between the hours of 8:00am and 10:00pm.
- Any youth-related usage must ensure that the children are well supervised.
- The back meeting room and kitchen are available for rental and the kitchenette and restroom for public use. Use of any other area inside the building is strictly prohibited unless prior approval is indicated on permit.

- Alcohol will not be permitted on site, unless previously approved through resolution by the Town Board.
- Kitchenette: Kitchenette use must be approved prior to event. Please see trash and damage policies below.
- Projector and Screen: Projector and Screen use must be approved prior to event.
- Sound System: Sound System use must be approved prior to event.
- Smoking in any part of the building, including the front and side porch, is not permitted.
- Animals are not allowed on the property with the exception of a service animal. A service animal is defined as an animal which provides assistance, service, or support to a person with disabilities and which is needed as a reasonable accommodation to such individual with disabilities (for example, a dog guiding an individual with impaired vision or alerting an individual with impaired hearing).
- Alterations to facility property or equipment are not allowed.
- Key should be picked up at the Town Hall the day before or day of event and returned the day after.
- Facility must be left in the same condition as it is found. All users must fill out the pre and post inspection form located on the back of their permit which must be turned in to the Office of Parks, Recreation and Community Affairs upon return of the building key.
- The Town has a carry in/carry out policy on trash. *See social events below.

Permitted Uses:

Appropriate use for the rental of Grooms Tavern must fall under one of the following. The examples that are listed for each category are not intended to be exclusive:

- Educational: Lectures, classes open to the public
- Exhibits: Historic/cultural presentations, including arts and cultural demonstrations (i.e., photographic exhibits, musical presentations)
- Community: Meetings/gatherings of community groups, organizations and associations
- Social: Meetings/gatherings for small groups and events

All facility use will be approved by the Office of Parks, Recreation and Community Affairs.

Indemnity:

- The Town reserves the right to require permittee to indemnify and hold Town harmless against liability arising out of such uses, and to demonstrate insurance protection for that purpose, under appropriate circumstances in the Town's sole discretion.

Use Fee Schedule:

- Approval for the rental of Grooms Tavern shall be given to Town residents, Town-based not-for-profits, Town-based community groups and Town businesses.
- Groups and organizations shall be required to furnish a deposit of \$100.00 at the time of reservation. Additional charges may be imposed for extra cleaning, security or other special preparations.
- All users must meet one of the four criteria for "Permitted Uses" set forth above, with final approval made by Office of Parks, Recreation & Community Affairs.

- Meetings – For non-profit community groups, there will be no charge. Each group is limited to one room and one meeting a week.
- Meetings – For other organizations - \$25.00 per hour.
- Businesses - \$50.00 per hour.
- Social Events - Historic Grooms Tavern accommodates 60 persons for non-town sponsored social events. Minimum rental fee of \$150 includes three hours for back meeting room and kitchen rental as well as trash pickup. \$50 for each additional hour.
- Town programs have priority.
- All fees are non-refundable.

Facility Damage:

- Users must report any maintenance problems to the Town of Clifton Park's Office of Buildings and Grounds as soon as possible at 371-6651.
- Any damage to the building or contents of the building shall be reported to the Office of Parks, Recreation & Community Affairs at 371-6667. The Town reserves the right to withhold a deposit until repairs for any damaged caused by a group have been satisfied. Further, an individual, group or business may lose its privilege to use Grooms Tavern for non-payment of bill, creating and leaving clutter or being loud/obnoxious.
- Any violation of above regulations may result in the denial of future requests.

Approved Town Board Resolution No. 28 of 2014

On February 3, 2014