



Town of Clifton Park

OFFICE OF PARKS, RECREATION AND COMMUNITY AFFAIRS

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Myla E. Kramer, M.S.W., Director

Clifton Park Senior Community Center

2017 FACILITY RENTAL AGREEMENT

General Information

Name of Organization: _____ Today's Date: _____

Contact Person: _____

Address: _____ City: _____

Phone (home): _____ (work) _____ (cell) _____

Email: _____

Date Requested: _____ Time: _____

Purpose of Event: _____

Is your organization a 501 (c)(3)? _____

Rental Fees

Description	Regular Rate	Non-Profit *Must have a 501 (c) (3)	# of Hours	Fee
Security Deposit	\$100	\$100		
Big Room (3 Hour Minimum)	\$75 per hour	\$45 per hour		
Activity Room	\$50 per hour	\$30 per hour		
Art/Craft Room	\$25 per hour	\$20 per hour		
Kitchen	\$75 per day	\$75 per day		
Room Set-Up/Break-down Fee	\$100 (Optional)	\$100 (Optional)		
Multimedia Usage	\$75 per day	\$75 per day		
		TOTAL DUE:		
		AMOUNT PAID:		
		BALANCE:		

Permit is governed by the following conditions:

- Permits valid for date(s), restricted to area/room, and number of participants as indicated on permit.
- All lessees must provide a \$100 security deposit to be paid in full, with a separate check from the rental fee, at the time of reservation. The security deposit will be applied to any cleaning, theft, damages upon completion of the event and will be held in escrow and refunded upon completion of the rental. In the event of misconduct or the misuse of the facility by the lessee, the Town of Clifton Park may take action and require the lessee to reimburse the Town for damages suffered or extra expenses incurred including, but not limited to, the forfeiture of a portion or the entire security deposit.
- Area and facility must be left clean and in the same condition in which it was found. Any damage incurred is the responsibility of the permit holder.
- Lessees are not to use any rooms/areas of the building except what was rented, excluding restrooms.
- All food/drink shall be removed at the conclusion of the event. All garbage shall be removed and placed in the proper receptacle. Smoking is not allowed in any part of the building. There is to be no open flames, i.e. candles, lanterns, allowed for use.
- On site supervision is required for all youth groups/events.
- At no time is the building/room occupancy to be exceeded and all fire doors and emergency exits must remain unblocked.
- Use of kitchen must be agreed upon in advance and requires an additional fee.
- Town of Clifton Park rules shall be adhered to. Immediate termination of the event and removal from the premises may occur by an authorized representative of the Town if in violation of these rules and regulations.
- Obnoxious behavior or excessive noise will not be permitted.
- Permit holder must retain permit and make available upon request by park or police official.
- Open containers of alcoholic beverages are prohibited in the building, unless a permit has been issued which allows for the consumption of alcoholic beverages on the premises for which the permit has been issued. Such permits are authorized solely by the Town Board via resolution. A separate "Special Alcohol Use Permit Request" form must be submitted with this form.
- Prior permission is required for the use of any equipment. Permission to use such equipment will only be granted after instruction in use of said equipment. The lessee is responsible for any damages to facility equipment and shall assume responsibility for any repairs or necessary replacement of equipment used.
- Renters must clean up all spills and sweep debris from wooden floors. Do not touch/play musical instruments without prior permission and do not handle the shades/blinds as they are delicate.
- Permit holder may be required to obtain and show proof of insurance naming Town of Clifton Park as an "Additional Insured".

I have read the Town of Clifton Park rules and the above special conditions, and agree to abide by them. I understand there is a **no refund policy** on this rental. The Town will work with me on rescheduling when possible, if needed.

Indemnity: _____ (NAME) agrees to indemnify and hold the Town, it's officers, employees, representatives and/or agents harmless with respect to any and all claims, causes of action, suits, proceedings, damages, liabilities, losses, costs and expenses, including third party claims or actions and attorneys' fees, in connection with loss of life, personal injury and/or any loss of life, personal injury and/or property damage which may arise from and as a result of the negligent acts or omissions of _____ (NAME) or others associated in some way therewith, during or arising out of the use of any park facility located in the Town of Clifton Park, County of Saratoga, State of New York on _____ (DATE).

SIGNED: _____ APPROVED: _____ DATE: _____
Permit Applicant Parks & Recreation Staff