

# APPLICATION FOR USE: Rondout Municipal Center

## STEP 1: COMPLETE THE FOLLOWING - PLEASE PRINT

Applicant's Name \_\_\_\_\_ Email \_\_\_\_\_  
 Daytime phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_ (Proof of residency required)  
 Name & Address Organization \_\_\_\_\_  
 Non-Profit?  NO  YES (Documentation required)

Type of Activity (dance, meeting, party, recreational activity etc.) \_\_\_\_\_

Is there a fee to attend this event? No Fee \_\_\_\_\_ Yes, the fee per person is: \$ \_\_\_\_\_ OR a suggested donation of \$ \_\_\_\_\_

Day / Dates Requested: \_\_\_\_\_

(MAY NOT BE AVAILABLE New Year's Eve/New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Xmas Eve/Xmas Day.)

Time Desired – Please Include Preparation Set-Up and Clean-Up Time Needed: \_\_\_\_\_

(Please note the curfew for scheduled events: All activities must be finished, and doors locked by 10:30 pm)

### Anticipated Attendance (Do not exceed MAXIMUM OCCUPANCY)

Adult chaperones are required.

M1 (Meeting Room; 53 max): # of Guests: \_\_\_\_\_

Bistro (106 max): Book With Cafe

M15 # (Meeting Room; 20 max): # of Guests: \_\_\_\_\_

Gym (249 max): \_\_\_\_\_

Catered by on premise food establishment: \_\_\_\_\_

Outdoor/Building (Price TBD): \_\_\_\_\_

SEE PAGE 2 TO DETERMINE YOUR RENTER CLASSIFICATION. (RMC will confirm).

Please circle box.

	Group A	Group B	Group C	Group D	Group E
Cafeteria Party/Event Space	TBD by Cafe	TBD by Cafe	TBD by Cafe	TBD by Cafe	TBD by Cafe
Outdoor and Building	Requires Site Plan	Requires Site Plan	Requires Site Plan	Requires Site Plan	Requires Site Plan
Meeting Rooms	No Charge	Hourly Slot \$15	2 hour slot = \$25.00 3 hour slot = \$30.00 4 hour. slot = \$40.00 5+ hour slot = \$65.00	\$20.00 per hour 8 hours max	Four Hour Slot \$125.00 Eight Hour Slot \$250.00
Gym	No Charge	\$30/hour	\$40.00/hour	\$70.00/hour 8 Hour Max	Non Profit Use \$200.00 For Profit Use \$500 day use

## STEP 2: SIGN APPLICATION: YOU MUST READ THIS PAGE AND RULES & REGULATIONS ON PG. 2 BEFORE SIGNING

I hereby certify that I have read and understand the Town of Rosendale/Marbletown Recreation rules and policy on Page 2 and agree that they are made a part of this agreement by reference and that I will abide by the same. I agree to assume responsibility for any damage to the building, furniture, and/or equipment occurring during the occupancy of the facility and all clean-up in accordance with my requirements. All damage sustained to the above shall be compensated within five days (5) days of notice of payment due. I also understand that I may forfeit future opportunities to use the Rondout Municipal Center if I do not meet this responsibility. I further understand that Town management may check the facility during and immediately after my event for cleanliness and/or damage. If I must cancel, two weeks' notice is required for a full refund. By signing the application form, I and my group agree to follow all rules and regulations. Furthermore, I and my group agree to indemnify and hold harmless and defend the Town of Rosendale and the Town of Marbletown, its officers, agents, servants and employees from all claims resulting from injuries, damages and losses sustained by me or my group because of the use of this facility and its adjoining property. I understand that in the event of an emergency, the Town of Rosendale/Marbletown or its Representatives may cancel any activities previously scheduled.

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATED: \_\_\_\_\_

APPLICANT MUST BE 21 YEARS OR OLDER AND IS RESPONSIBLE FOR ENFORCING THE RULES AND REGULATIONS

**STEP 3:** Send signed application with 1) Rental Fee and 2) Clean-Up Deposit Fee to: Rondout Municipal Center. NO CASH PLEASE. Make checks or money orders payable to: Rondout Municipal Center. Mail application with payment to: Rondout Municipal Center, 1915 Lucas Avenue, Cottekill NY 12429. Please note that all checks are deposited at the time application is approved. Clean-up Deposit will be reimbursed after a satisfactory inspection of the premises.

Contact Rondout Municipal Center Building Manager at 845-417-3457 with concerns and key pick up.

### FOR OFFICE USE ONLY

Clean-Up Deposit Rec'd \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_ / Rental Fees Rec'd \_\_\_\_\_ CashCheck # \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the RMC Building Manager \_\_\_\_\_ Date: \_\_\_\_\_

## **PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION**

### **Group Classifications**

\*Please note that the RMC Management or the Town Boards make the final determination of a renter's classification.

Group A: Town of Rosendale/Marbletown events or meetings.

Group B: Private use under 2 hours of Rosendale/Marbletown philanthropic, civic, social organizations, religious orders & schools not charging entry fees.

Group C: Rosendale/Marbletown resident: private parties; public meetings / forums, banquets or social events not charging entry fees. Rosendale/Marbletown-based philanthropic organizations, political parties, or individual candidates requiring an entry fee.

Group D: Non-resident private parties, meetings, banquets or social events not charging entry fees. Business or commercial & non-resident events hosted by philanthropic organizations, political parties or individual parties requiring an entry free.

Group E: Business meetings. Final determination of fees for public events requiring a site plan will be made by the Commission.

### **Rules & Regulations**

**BE CONSIDERATE of others who may be using the facilities during your rental and respect the facilities as property of the Rosendale and Marbletown community.**

- 1) THE APPLICANT IS RESPONSIBLE FOR ENFORCING the Rules and Regulations AND MUST BE PRESENT AT FUNCTION. The applicant group is responsible for compensation for property damage. Applicant is responsible for leaving the building clean - broom swept and/or vacuumed, counters and tables wiped off. The kitchen must be swept and mopped, the counters, shelves and tables wiped off. Please take the garbage out. All areas are to be returned to their original state upon completion of your event. Thank you for your consideration!
- 2) Alcohol will be permitted at events, pursuant to prior approval. Additional deposit and insurance are required. NO DIRECT SALE OF ALCOHOLIC BEVERAGES IS PERMITTED on this property.
- 3) NO SMOKING in any indoor buildings or on any Municipal property; The Playground is a NO SMOKING area. This includes vaping, e-cigarettes, marijuana, etc.
- 4) MUSIC may be played so as not to be a nuisance to other patrons. You will be required to turn off music that is deemed profane or obscene by any Town personnel. Music will be limited to designated areas and volumes.
- 5) FURNITURE AND EQUIPMENT is not to be moved without prior approval. No indoor furniture and equipment may be moved outside of the facility.
- 6) Please do not touch the THERMOSTATS or ALARM SYSTEM.
- 7) DO NOT HANG ANYTHING on the walls or ceiling by any means: including tape, tacks or string without prior approval.
- 8) There are no provisions for renters to STORE ITEMS prior to or after rentals. The Town of Rosendale/Marbletown assumes no responsibility for PERSONAL PROPERTY brought into the building.
- 9) Please do not exceed your DESIGNATED RENTAL TIME. (\$20 per hour is charged for those not vacating the premises on time. This includes set-up and clean-up time.)
- 10) BEHAVIOR deemed destructive shall be cause for eviction of participants from the premises and may be cause for legal action. Renters are responsible for ensuring all activities are properly supervised. ADEQUATE ADULT CHAPERONES are required for attendees under 18.
- 11) All activities require the applicant to obtain & submit a CERTIFICATE OF INSURANCE & special event riders as deemed appropriate.
- 12) PARKING: No vehicle shall be driven or parked on any portion of the grounds other than established roadways and designated parking areas. No parking on the grass!
- 13) NO SMOKE MACHINES ALLOWED, no candle centerpieces, no straw, shavings or confetti, no bouncers allowed.
- 14) Please return all chairs and tables to the way you found them. Please take out the garbage and sweep the floor. Turn off the lights and lock the doors before you leave.

### **INSTRUCTIONS TO PICK UP AND RETURN KEYS**

You may pick up the key/FOB to the building at RMC Building Manager's office between 9 a.m. and 4 p.m. Monday through Friday. Town Hall may be closed during a holiday preceding your event. Please call Town Hall at 845-658-3159 or 845-687-7500 to verify it will be open to pick up your key/FOB. You will receive your **CLEAN-UP CHECKLIST** with your keys. Return the completed and signed CLEAN-UP CHECKLIST with the keys **Keys/FOB must be returned in the hanging black drop box by the Marbletown entrance after use.**

If there is clean-up or damage that exceeds the clean-up deposit fee, additional fees may be charged to Applicant/Group.

Please make sure all **DOORS ARE CLOSED AND LOCKED** when event is over.

Contact Rondout Municipal Building Manager at 845-417-3457 with questions or emergencies.