

# APPLICATION FOR USE: TOWN OF ROSENDALE RECREATION FACILITIES

## STEP 1:

COMPLETE THE FOLLOWING - PLEASE PRINT

2026

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Applicant's Name \_\_\_\_\_ Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ (Proof of residency may be required)

Name & Address Organization \_\_\_\_\_

Non-Profit? ☐ NO ☐ YES (Documentation may be required)

Type of Activity (dance, meeting, wedding, baby shower, birthday, etc.) \_\_\_\_\_

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

Day/Dates and Time Requested: \_\_\_\_\_

(Please note the curfew for scheduled events is 12 midnight for the indoor facilities and AT DUSK for grounds)

Anticipated Attendance (200 MAXIMUM OCCUPANCY): # of adults \_\_\_\_\_ # of Minors \_\_\_\_\_ (Adult chaperones are required)

\_\_\_\_\_-There is a \$300 cleaning deposit required. \_\_\_\_\_ If you are serving alcohol the cleaning deposit required is \$600.00.

**Catering staff and/or band members must be included in the head count.**

	Community Center Rental	Kitchen	Meetings	Pavilion	Entire Pavilion \$220	Ball Field
<b>RESIDENT</b>  Private Event or Public Event  <b>Public Events may require additional paperwork and may have restrictions</b>	<u>People – Fee</u> 1 – 50: \$175 51 – 100: \$295 101 – 200: \$415  6-hour max  Weddings: \$800 (all-inclusive all-day access)  Pre event set up night before if available \$65	Rental fee Includes Kitchen access	\$25 for a 2-hour session	\$15 Per Table	<b>Max 10 tables during June, July &amp; August</b>	\$25.00 for 4- hour slot  with lights \$50.00
<b>NON - RESIDENT</b>  Private Event or Public Events  <b>Public Events may require additional paperwork and may have restrictions</b>	<u>People – Fee</u> 1 – 50: \$345 51 – 100: \$485 101 – 200: \$825  6-hour max  Weddings: \$1600 (all-inclusive all day)  Pre event set up night before \$125 if available	Rental fee Includes Kitchen access	\$45 for a 2-hour session	\$25 Per Table	Entire Pavilion \$440  <b>Max 10 tables during June, July &amp; August</b>	\$50.00 for 4- hour slot  with lights \$100.00

**Deposit Requirements are as follows:**

- 1) A 50% deposit is required with Application. The Final Payment and Certificate of Insurance are due when you pick up the key for your event.
- 2) If you cancel 30 days prior to your event you will receive a full refund of your deposit.
- 3) If you cancel 15 days prior to your event you will receive a refund of 50% of your deposit.
- 4) If you are cancelling 14 days or less no refund will be given

Deposit must be received within two (2) weeks of your Rental Request in order for that date and time to be reserved for you.

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

I hereby certify that I have read and understand the Town of Rosendale 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. Any and 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 Recreation Center if I do not meet this responsibility. I further understand that Town Employees or Recreation Commission Members may check the facility during and immediately after my event for cleanliness and/or damage. By signing the Application Form, I and my group agree to follow all Park Rules and Regulations. Furthermore, I and my group agree to indemnify and hold harmless and defend the Town of Rosendale, its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or my group as a result of the use of this facility and its adjoining property. I understand that in the event of an emergency, the Town of Rosendale or its representatives may cancel any activities previously scheduled.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

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

**STEP 3:**

- Send signed application with the Rental Fee and Security Deposit Fee to the Recreation Commission before the regularly scheduled monthly meeting date (the 3rd Tuesday of each month). NO CASH PLEASE.
- Make checks or money orders payable to: *Town of Rosendale*.
- Mail application with payment to: *Rosendale Recreation Commission, 1915 Lucas Avenue, Cottekill NY 12419*.
- 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.

**FOR OFFICE USE ONLY**

**Room rental Fee:** \_\_\_\_\_ **Kitchen:** \_\_\_\_\_ **Cleaning deposit:** \_\_\_\_\_ **Total rental fee:** \_\_\_\_\_

**Deposit Received:** \_\_\_\_\_ **Check#, MO# or Cash** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Receipt # for Cash:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_ **Check#, MO# or cash:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Receipt # for Cash:** \_\_\_\_\_

**Refund Amount:** \_\_\_\_\_ **Minus damages:** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by the Rosendale Recreation Commission** \_\_\_\_\_ **Date** \_\_\_\_\_

## Curfew is Midnight for the Indoor Facilities and Dusk for the Park

### YOU CAN NOT BLOCK THE EXIT DOORS

PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION

#### Equipment

The facility contains: 20 – 48’ round tables, 8 - 6’ rectangular tables & 143 reception-style chairs.

The kitchen contains: 1 commercial refrigerator, 1 commercial freezer, 1 - 36” commercial range, 1 ice machine, 1 - 24” griddle, 1 - 14” fryer, a prep sink, deep commercial sinks and plenty of counter space.

#### Rules & Regulations

**Be considerate of others who may be using the facilities during your rental and respect the facilities as property of the Rosendale Community.**

- 1) **THE APPLICANT:** The applicant is responsible for enforcing the Rules and Regulations and must be present at the function. The Applicant and/or Group are responsible for compensation of property damage.
- 2) **ALCOHOLIC BEVERAGES:** NO direct sale of alcoholic beverages is permitted. If alcoholic beverages are served during an event to which tickets are sold, a permit must be obtained from the New York State Liquor Authority with a copy of the permit submitted to the Rosendale Recreation Commission. In addition, the Renter shall provide, as necessary, **Host Liquor Liability Insurance Coverage** for those events during which alcoholic beverages are expected to be given or served. All requests for alcohol are subject by review to the Town of Rosendale Police Department. (There is a web site called event insurance should you have problems with finding insurance) **YOU DO NOT NEED A LIQUOR LICENSE SERVING ALCOHOL AS YOU ARE NOT SELLING IT.**
- 3) **SMOKING:** There is NO SMOKING on Recreation property AT ALL. This includes inside and outside.
- 4) **MUSIC** - Music may be played so as not to be a nuisance to other Park patrons. You will be required to turn off any music that is deemed profane or obscene by Park Personnel.
- 5) **FURNITURE AND EQUIPMENT:** Furniture and equipment are not to be moved without prior Recreation Commission approval. No indoor furniture and equipment are to be moved outside the facility. Picnic Tables are not to be moved from underneath the Pavilion. At the end of your event all tables & chairs must be set up in accordance with the template on the wall by the dance floor hallway exit.
- 6) **SYSTEMS:** Please **do not touch** the thermostat or alarm systems.
- 7) **WALLS & CEILING:** Do not hang anything on the walls or ceiling by any means - including tape, tacks, or string.
- 8) **STORAGE:** There are **no** provisions for renters to store items prior to or after rentals. The Town of Rosendale assumes no responsibility for Personal Property brought into the building.
- 9) **DESIGNATED RENTAL TIME:** Please do not exceed your designated rental time. \$10/\$20 per hour will be charged for those not vacating the premises on time. (This includes your set-up and clean-up time.)
- 10) **BEHAVIOR:** Any 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) **PARKING:** No vehicles shall be driven or parked on any portion of the grounds other than established roadways and designated parking areas. Do not park or block access to the Youth Center if it is in use or open during your event.
- 12) **POOL USE:** Use of the Pool requires a per-person Daily User Fee.
- 13) **PAVILION ELECTRIC SERVICE:** Electrical Service at the Pavilion is only a basic service. Any damage due to overload may be charged back to the Renter.
- 14) **RESTRICTIONS:** NO bounce houses, smoke machines, candle centerpieces, straw, shavings or confetti is allowed.
- 15) **CAPACITY:** The capacity for the Recreation Center is a maximum of 150. The Renter will be responsible for any and all imposed costs & fines accrued for violating this.
- 16) **The return of your deposit is contingent upon the condition of the building after your event and will only be issued if the facility is left clean, undamaged, and properly reset.** (Example: table & chairs set up back the way they were found) If we have to reset the room replace trash bags and take out trash it will be deducted from your cleaning deposit. This would also include the restrooms.

#### INSTRUCTIONS FOR PICKING UP AND RETURNING KEYS

- Recreation Office hours are 12:30 pm- 3:00 pm Monday through Friday.
- Please contact the office at 845-658-8198 to make arrangements to pick up the key prior to your event.
- You will receive a CLEAN-UP CHECKLIST with your keys. You will sign the checklist as well for the key given to you.
- Keys must be placed in drop box after you event is over. There will be a charge for keys not returned.

# Key Pick Up & Clean-Up Check List

Key # \_\_\_\_\_

## INSIDE USE

- **NO SMOKING IS ALLOWED INSIDE THE BUILDING ON THE GROUNDS OR ANYWHERE ON PROPERTY.**

- Thermostats and alarm systems are NOT to be touched for any reason.
- During your event nothing can be placed in front of any of the doors/fire exits.

\_\_\_\_\_ All tables and chairs are to be returned to the way you found them.

\_\_\_\_\_ All floors are swept & mopped clean.

\_\_\_\_\_ Kitchen floor is mopped.

\_\_\_\_\_ Kitchen surfaces are cleaned including countertops and stove.

(If the oven was used make sure to clean up any spills inside oven and also drain all oil out of the fryer grill grease if used.)

**MAKE SURE THAT THE OVEN'S ARE TURNED OFF AND ALL FOOD REMOVED**

\_\_\_\_\_ Refrigerators are checked, cleaned and all your items removed.

\_\_\_\_\_ Tabletops are wiped down.

\_\_\_\_\_ Garbage cans are emptied & garbage bags are replaced.

(In the kitchen there is a supply box with extra toilet paper, hand towels and garbage bags. There are dumpsters outside of the kitchen for you to put your trash into.)

\_\_\_\_\_ All lights are turned off.

\_\_\_\_\_ Kitchen & front door are locked.

If any of your party goes outside, it is also your responsibility to make sure that the grounds are clean and clean.

## OUTSIDE USE (Pavilion & Baseball Field)

- 1) Pavilion and ball field rentals **DO NOT** have use of inside facilities. You must use the Johnny on the spot, located at playground, when pool is in off-season.
- 2) Pavilion – picnic tables must be put back to the way you found them.
- 3) Pick up any trash on the grounds, all trash cans must be emptied, and all trash put in the outside dumpster located in the parking lot on the other side of the Rec. Center near the ball field. You must also replace trash bags with 55-gal drum trash bags.

Please sign below that you have read and understand the above policy. Should the room not be cleaned, or the staff has to come in and clean, you will lose your deposit.

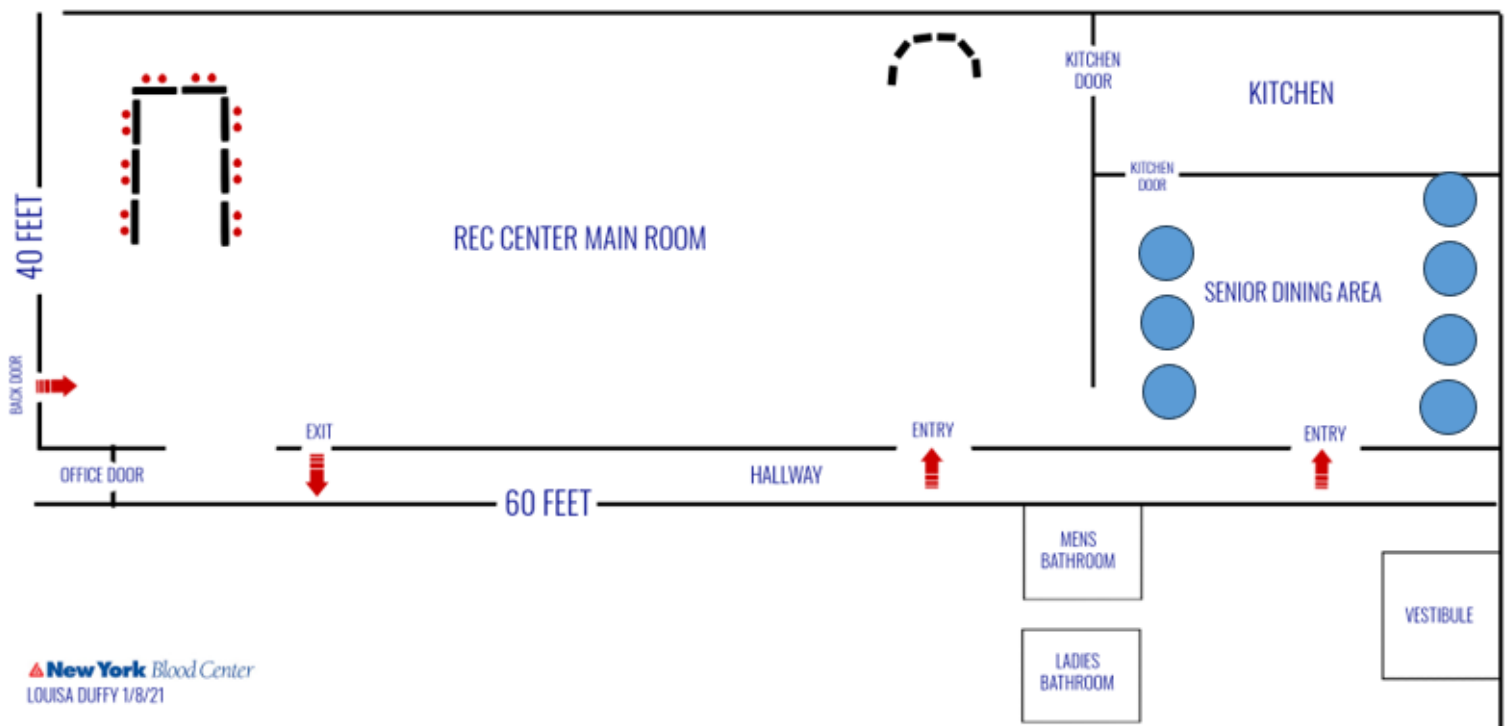
Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

During your event if you need any assistance, please contact Dorene Whitaker @ 845-768-2161

**In an extreme emergency call 911.**

## ROSENDALE COMMUNITY CENTER CLEANING DIAGRAM



**Note: The wall between the senior dining area and the main room can be pushed back to open up the whole area making one big room.**