

RONDOUT MUNICIPAL CENTER (RMC)

Facility Use Application

Complete all applicable fields. Rental time includes setup and cleanup.

Applicant and Event Information

Applicant Name: _____	Email: _____
Daytime Phone: _____	Evening Phone: _____
Organization Name: _____	Non-Profit Organization ☐ Yes ☐ No: _____
Address: _____	
Emergency Contact Name and Number: _____	
Type of Activity: _____	
Entry fee or donation charged? ☐ No ☐ Yes Amount \$: _____	
Day and Date(s) Requested: _____	
Start Time (including setup): _____	End Time (including cleanup): _____
Anticipated Attendance: _____	Adult Chaperones (if minors attend): _____

Curfew: All participants must leave the building by 10:30 PM unless additional time is approved.

Requested Space and Classification

Space Requested (check/circle all that apply)	Maximum Occupancy / Requirement
☐ M1 Meeting Room	53 people
☐ M15 Meeting Room	20 people
☐ Gymnasium	249 people
☐ Bistro / Cafeteria	106 people; subject to operational availability
☐ Outdoor Space	Site plan required

Renter Classification (final determination by RMC Management)

Group	Classification
☐ A	Municipal / civic / community partner events
☐ B	Local nonprofit and community organizations
☐ C	Resident private events
☐ D	Non-resident events
☐ E	Business / commercial events

Alcohol Use: ☐ Yes ☐ No

Facility Use Fee Schedule

Group	M1 or M15 Meeting Room	Gymnasium
A	No charge	No charge
B	\$35 per hour	\$50 per hour
C	2 hrs — \$40; 3 hrs — \$50; 4 hrs — \$70; 5+ hrs — \$85	\$60 per hour
D	\$45 per hour (maximum 8 hours)	\$75 per hour
E	4-hour slot — \$125; 8-hour slot — \$350	Nonprofit event — \$200/day; commercial use — \$500/day

Other Spaces

Space	Terms
Bistro / Cafeteria	Use is subject to availability. Pricing is based on event type and size. Additional facility-use fees may apply depending on event size.
Outdoor Space / Building and Grounds	A site plan and approval by RMC Management and the Town Board are required. Use the form EventApp2.27.25.pdf . Fees depend on event size, duration, staffing requirements, and impact on municipal property.

Security / Clean-Up Deposits

Event Type	Deposit
Meeting rooms	\$50
Gymnasium events	\$200
Large events (100+ people)	\$450
Events with alcohol	Additional \$500

Refund: Deposits are refundable after inspection by the RMC Building Manager.

Insurance Requirements

Before facility use, every applicant must provide a valid Certificate of Insurance showing Commercial General Liability coverage of at least **\$1,000,000 per occurrence**. The policy must name the **Town of Rosendale and Town of Marbletown as Additional Insureds**, be issued by an insurer authorized to do business in New York State, and remain in effect for the full permitted-use period.

If alcohol is served or distributed, the applicant must also provide a separate Host Liquor Liability or Commercial Liquor Liability policy, as applicable, with coverage of at least **\$1,000,000 per occurrence**. Noncompliant insurance documentation will result in denial or cancellation of the facility-use permit.

Applicant Signature: _____	Date: _____
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For Office Use Only

Application Approved By: _____	Title: _____
Date Approved: _____	Key / FOB Issued: ☐ Yes ☐ No Date: _____