

RESOLUTION ADOPTING A FACILITY USE APPLICATION, CANCELLATION AND REFUND POLICY, AND FACILITY USE RULES FOR THE RONDOUT MUNICIPAL CENTER

WHEREAS, the Town of Rosendale and the Town of Marbletown own and operate the Rondout Municipal Center, which includes meeting rooms, community spaces, and other facilities that may be available for use by Town departments, residents, community organizations, and other individuals or organizations; and

WHEREAS, the Town Board recognizes the need to establish a uniform and consistent process for requesting and scheduling the use of the Rondout Municipal Center and to clearly identify the responsibilities of individuals and organizations using Town facilities; and

WHEREAS, the Town Board has reviewed a proposed Facility Use Application for the Rondout Municipal Center, which provides a standardized process for requesting use of the facility and requires applicants to provide information regarding the requested date, time, room or facility, purpose of the event, estimated attendance, and responsible individual or organization; and

WHEREAS, the Facility Use Application includes a Cancellation and Refund Policy establishing the circumstances and requirements under which a facility reservation may be cancelled and whether any fees or deposits may be refunded; and

WHEREAS, the Facility Use Application also includes Facility Use Rules establishing requirements for the proper, safe, and responsible use of the Rondout Municipal Center, including requirements concerning the care of Town property, occupancy, cleanliness, prohibited activities, supervision, decorations, food and beverages, noise, and compliance with all applicable laws, regulations, and Town policies; and

WHEREAS, the Town Board finds that establishing a formal Facility Use Application, Cancellation and Refund Policy, and Facility Use Rules will provide clear expectations for users, protect Town property, promote public safety, and provide for the orderly and equitable use of the Rondout Municipal Center; and

WHEREAS, the Town Board desires that the Facility Use Application, including the Cancellation and Refund Policy and Facility Use Rules, become effective September 1, 2026;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Rosendale hereby adopts the Facility Use Application for the Rondout Municipal Center, including the Cancellation and Refund Policy and Facility Use Rules, substantially in the form presented to the Town Board and maintained on file with the Town Clerk and the Building Manager; and

BE IT FURTHER RESOLVED, that effective September 1, 2026, any person, organization, or entity seeking to reserve and use designated space within the Rondout Municipal Center shall be required to submit the approved Facility Use Application and comply with all applicable requirements contained therein; and

BE IT FURTHER RESOLVED, that the applicant and/or responsible party signing the Facility Use Application shall be responsible for complying with the Facility Use Rules and for ensuring that all members, guests, participants, employees, volunteers, or other persons associated with the use comply with such rules; and

BE IT FURTHER RESOLVED, that all cancellations, refunds, deposits, and related fees shall be administered in accordance with the Cancellation and Refund Policy adopted as part of the Facility Use Application; and

BE IT FURTHER RESOLVED, that the Building Manager is hereby authorized to administer the Facility Use Application and to enforce the applicable Cancellation and Refund Policy and Facility Use Rules; and

BE IT FURTHER RESOLVED, that the Building Manager is hereby authorized and directed to maintain the current Facility Use Application, Cancellation and Refund Policy, and Facility Use Rules on file and to make them available to applicants and the public; and

BE IT FURTHER RESOLVED, that the Facility Use Application, Cancellation and Refund Policy, and Facility Use Rules adopted by this resolution shall supersede any prior inconsistent facility use forms, policies, procedures, or rules applicable to the Rondout Municipal Center as of September 1, 2026.

BE IT FURTHER RESOLVED, this becomes effective with the approval of both the Town of Marbletown and Rosendale Town Boards.

Motion made at a regular meeting of the Town Board of the Town of Rosendale, September 2, 2026 by Supervisor Walsh and seconded by Councilmember Wykoff.

VOTING MEMBERS:

Councilmember Cassidy Yes

Councilmember Fade Yes

Councilmember Sweeney Yes

Councilmember Wykoff Yes

Supervisor Walsh Yes