



## Richfield Springs Community Center Facility Use Application

**Individual/Organization/Business:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_\_

**Time:** Building opened at: \_\_\_\_\_ Building closed at: \_\_\_\_\_

**Type of Event:** \_\_\_\_\_ **Fee received:** \_\_\_\_\_

**Building Use Category:** (circle one): Individual; Organization; Business

\_\_\_\_ **Leaving Garbage (\$5.00 donation per tall kitchen size bag)**      \_\_\_\_ **Taking Garbage**

A **certificate of insurance** naming Richfield Springs Community Center as an additional insured, with at least \$100,000 liability coverage is needed to use the facility. Your insurance company may have a minimal charge for this coverage. Please notate:

Your Insurance Company \_\_\_\_\_ Policy #: \_\_\_\_\_

This is to certify that I am lawfully authorized to represent the above Individual/Organization/Business and have read the Policies, Rules and Regulations of the Richfield Springs Community Center. By signing below, I agree to abide by the terms of the Policies, Rules and Regulations.

I agree that all times hereafter will indemnify and hold harmless the Richfield Springs Community Center against loss, damage or expense of any kind, which said Individual, Organization or Business, with fee, may sustain or incur because of the use of the Richfield Springs Community Center facility.

It is further agreed that \_\_\_\_\_ will pay a \$100  
(Individual/Organization/Business)

security deposit and be financially responsible for any damages to the Richfield Springs Community Center arising out of this use. A check must be **received 14 days in advance** to be deposited and cleared through our bank prior to the event. The undersigned will assume full responsibility for proper clean up of the facility as shown on the attached check sheet. Once an inspection of the facility has been made by a RSCC Board Member and all is deemed in good order, a check for the \$100 security deposit will be returned to the originator of the security deposit by mail up to 30 days following the event, less garbage removal fee, if any.

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

**Print Name:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Richfield Springs Community Center Facilities Coordinator)

**Richfield Springs Community Center ~ P.O. Box 108, Richfield Springs, NY 13439**

(Rev. 8/2019)

## **Richfield Springs Community Center Facility Policies, Rules and Regulations**

Whereas, the Richfield Springs Community Center Complex is a facility to be used and enjoyed by the residents of Richfield Springs and neighboring communities.

Whereas, it is desirable to establish uniform rules and regulations for the use of said facility in order to eliminate discrimination and provide for the reasonable security and maintenance of same, and;

Whereas, it is necessary to provide a clearly stated policy in the operation of said facility with respect to service, security, priority and use, prohibited activities to include political/governmental in nature, damage or vandalism to property, nature of activities permitted, and other such matters of concern to the health, safety and welfare of the residents.

### **USAGE DONATIONS**

There is a minimum **\$35 donation for an Individual/Organization** event and **\$60 for Business/Commercial groups**. This donation is due when the \$100.00 security deposit is paid. For each additional hour after the initial two hours of building usage there will be a donation of **\$15 per hour** for an Individual/Organization event and **\$30 per hour** for Business/Commercial event. People using the facility have the option to leave their garbage at the RSCC for a \$5.00/bag donation for a tall kitchen size bag. In the case of **classes with a fee, the charge will be 10% of the gross receipts and payment will be due immediately following each class.**

**Non-profit groups will not be charged a usage fee. A donation of \$5.00 per bag for a tall kitchen size bag will be assessed if the garbage is not removed.**

Events must end no later than 10:00 PM and the facility must be empty and cleaned by 10:30 PM. Delays in leaving the facility on schedule will result in a minimum additional \$20 donation per 15 minute interval to be deducted from the \$100 cash security deposit. The garbage fee will also be deducted if garbage is left behind.

### **ADVERTISEMENT:**

The RSCC is committed to creating a safe space to maintain the integrity of the Center and maintain a sense of inclusiveness throughout the community. **Private Parties may not be advertised in public media. This includes, but is not limited to, printed and televised advertisements.**

### **INSURANCE**

Prior to using the Richfield Springs Community Center the responsible person will provide at least \$100,000 **written proof of insurance**, covering all liabilities which may be claimed against the Richfield Springs Community Center for any occurrence resulting from said use.

**For all renters:** Renter must provide a written certificate of insurance based on their homeowner's personal liability policy with at least a \$100,000 limit. Some insurance agents may have a minimal charge for this.

**The certificate of insurance must be filed with the Richfield Springs Community Center a minimum of two (2) days prior to the event for each event scheduled.**

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## **PROHIBITED ACTIVITIES**

\*No smoking, alcohol, or illegal drugs will be permitted on the premises.

\*ABSOLUTELY NO PEANUT OR TREE NUT PRODUCTS ALLOWED INTO THE BUILDING

\*No pets are allowed inside the RSCC without prior approval. Service Animals when needed are allowed.

\*The facility may only be used for lawful purposes and activities. Illegal activities or those that break the law are strictly prohibited. All infractions must immediately be reported to the Facilities Coordinator at 315-858-3200 and, if necessary, to an appropriate law enforcement agency.

**The RSCC Board** reserves the right to reject requests for use of the facilities which, at its discretion, might result in disorderly conduct, any illegal activity, or vandalism.

## **CAPACITY**

Not to Exceed 150 Persons

## **CANCELLATIONS**

If for any reason an Individual/Organization/Business should find the need to cancel its reservation, the Facilities Coordinator must be notified immediately by calling the Community Center at 315-858-3200.

## **PRIORITY OF USE**

Events held at the Community Center will be scheduled according to the following criterion. All conflicts must be reported to the Facilities Coordinator at 315-858-3200 for resolution.

Priority 1 – RSCC activities

Priority 2 – All other requests will be scheduled on a first come, first scheduled basis.

## **HOUSE RULES AND REGULATIONS**

1. Food & drinks are to be enjoyed on the tiled flooring area only.
2. Toys and games are not included in facility rentals.
3. Wipe down tables and replace chairs and tables at end of the facility rental.
4. No tables or chairs are to be removed from the building.
5. Sweep floor and clean lavatories as needed.
6. Make sure all faucets are shut off.
7. **Turn off all interior lights.** Leave outside lights on; marked black on the switch.
8. Check for articles left behind and take responsibility for finding the owner.
9. Do not tape or thumbtack streamers to wall; please, use ceiling.
10. Park only in designated parking areas.

## **KITCHEN**

1. All silverware/utensils, dishes, pots and pans that are used within the kitchen storage area must be washed, dried and returned to the proper place.
2. Sinks and counters must be cleaned and dried.
3. Stove and oven must be clean. Make sure stove and oven knobs are in the “OFF” position.
4. Sweep floor and wipe up all spills.
5. Please remove the garbage that you brought in with you or there will be a charge of \$5.00 per tall kitchen size bag of garbage.
6. Insure no water is left running.

### **At the end of your facility usage a RSCC Board member will assist with:**

1. Insuring that all windows are closed and locked; insuring that all exterior doors are closed and locked.
2. Making sure the check sheet has been completed and left in the designated area by the door.

**Thank you and enjoy your time at the Richfield Springs Community Center**

### **Richfield Springs Community Center Board of Directors**

Fred Eckler, Carla Eckler, Jackie Hinckley, Ross Jones, Justina Kane, Bill Kosina, Cindy Klemm, Barb Lopez, Angella Lynch, Paul Palumbo, and Katie Seamon

### **Emergency Contact Numbers—Executive Board Members:**

Fred Eckler 315-858-1451; Cell 518-705-1464  
Ross Jones 315-868-4450  
Justina Kane 315-717-7251  
Angella Lynch 315-858-0354; Cell 315-219-2002

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## Richfield Springs Community Center Check Sheet for Building Usage

The undersigned individual is responsible for seeing that all items on this check off sheet are completed after facility usage: Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

1. Kitchen – Please check to ensure all is clean and put in proper storage space.  
\_\_\_\_\_ Oven  
\_\_\_\_\_ Counters  
\_\_\_\_\_ Sink clean and water turned off  
\_\_\_\_\_ Refrigerator empty  
\_\_\_\_\_ Floors swept  
\_\_\_\_\_ Trash bagged & removed (or \$5.00 per tall kitchen size bag donation will apply)
2. Hall: \_\_\_\_\_ Tables/chairs cleaned  
\_\_\_\_\_ Tables/chairs returned to original location  
\_\_\_\_\_ Decorations removed  
\_\_\_\_\_ Floors swept
3. Structure: \_\_\_\_\_ Doors/windows shut and locked  
\_\_\_\_\_ Heat turned down to 55 degrees winter; A/C off in summer  
\_\_\_\_\_ All interior lights off
4. Bathrooms: \_\_\_\_\_ Sink and toilet - water turned off and left clean
5. Recreation Equipment: \_\_\_\_\_ Left in original state as found.
6. All exterior doors are locked and secure.

I, RSCC Board member, have inspected the RS Community Center and find all in good order.  
Comments:

\_\_\_\_\_  
RSCC Board Member

\_\_\_\_\_  
Date

**We Welcome Your Input!**

We hope that you enjoyed your time here at the Community Center. Because we continually strive to give those that rent our facility the best possible experience, we would appreciate your input on the below:

**1. Did you find the rental process easy to do?**

Yes  No

If no, please explain why.

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**2. Did the facility meet or even exceed your expectations?**

Yes  No

If no, please explain why.

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**3. Would you suggest to others that our facility is the perfect place for their upcoming social event or business function?**

Yes  No

If no, please explain why.

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**4. How did you learn about the renting of the Community Center?**

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**Thank you!**  
**We truly value your input!**