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** (see page#2) _____

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

____ Leaving Garbage ($5.00 donation per tall kitchen size bag) **____Taking Garbage**

Proof of insurance: RSCC requires at least $100,000 liability coverage. Please notate:

Your Insurance Company_____Policy #: _____

If the facility user does not have insurance, there is a $75 non-refundable fee in addition to the hourly rental fee.

NOTICE: No tape of any kind, thumb tacks or push pins to be used on any of the walls

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 the undersigned will pay a $100 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 cleanup 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)

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.
Whereas, it is necessary to provide a clearly stated policy in the operation of said facility with respect to service, security, priority and use. Security cameras are on the inside as well as the outside of the facility for safety as well as for your protection. Prohibited activities to include political/governmental in nature, damage vandalism to property, nature of activities permitted, and other such matters of concern to the health, safety and welfare of the residents, and;
Whereas, when necessary, the Richfield Springs Community Center will adapt and adhere to all current applicable CDC and local health protocols for all bookings as of the event date.

USAGE DONATIONS: AS OF APRIL 1, 2025
Individual: $25 per hour- 2 hour minimum. **Business**: $40 per hour-2 hour minimum. Those 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.**

A usage fee for non-profit groups will be assessed on a case-by-case basis. A donation of $5.00 per bag for a tall kitchen size bag will be assessed if the garbage is not removed.

Furthermore, free usage for Zone Club members at the Bronze, Silver and Gold levels will be honored. The $5.00 per garbage bag policy will be assessed if garbage is not removed.

NOTE: No tape of any kind, push pins or thumb tacks on any of the facility's walls

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:

The name of the facility user's insurance company as well as the policy number with a minimum of $100,000 coverage (see page 1).

If the facility user does not have insurance, there is a $75 non-refundable fee in addition to the hourly rental fee.

PROHIBITED ACTIVITIES

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

*No pets are allowed inside the RSCC. 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. Please also e-mail rent@richfieldzone.org

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 usage unless requested. See below form.
3. Wipe down tables and replace chairs and tables at end of the facility use.
4. No tables or chairs are to be removed from the building.
5. Sweep floor and clean lavatories as needed. Large broom is the closet in the foyer.
6. Make sure all faucets are shut off.
7. **Turn off all interior lights/fans/air conditioner/air purifiers.**
8. Check for articles left behind and take responsibility for finding the owner.
9. Do not tape or thumbtack decorations to the walls.
10. Park only in designated parking areas.

Table Games Usage Contract

I agree to pay an additional $25 security deposit plus an additional $25 usage fee in order to use the below designated table games.

The entire security deposit of $125 ($100 facility use deposit plus $25 game tables deposit) may be applied to damages found on the table games and/or facility use if necessary. If there is any damage that exceeds the $125 deposit, I understand that a claim will be made to my insurance company to cover the full amount of the damage and the security deposit will be kept.
The security deposit is refundable if no damages to the facility or equipment occur.

Please indicate which table games are requested to be used:
_____Air Hockey
_____ Ping Pong Table
_____Foosball

The Shuffle Board, Basketball Hoop Toss and the Dart Board are **off-limits** for all facility rentals.

A basket with all game equipment will be left out for the renter, and all items must be returned to the basket at the end of the rental. Non-requested tables will be covered and should remain so throughout the rental.

This contract does NOT include any other toys or games that are located in the Community Center unless specifically requested and listed here:

_____

_____

By signing this document, I agree that I will be financially responsible for any damages to the Richfield Springs Community Center or any of the above equipment arising out of this use.

Signature: _____ Date: _____

Print Name: _____

Facility Rental Date: _____

Approved by/Title: _____ Date: _____

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, if used.
2. Sinks and counters must be cleaned and dried.
3. Oven, if used, must be clean. Make sure oven knobs are in the "OFF" position.
4. Sweep floor and wipe up all spills. Large broom is in the closet in the foyer.
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

Ann Bohling, Fred Eckler, Carla Eckler, Ross Jones, Bill Kosina, Angella Lynch, Rebecca Marzeski and Paul Palumbo

Emergency Contact Numbers—Executive Board Members:

Fred Eckler:/Carla Eckler: Cell 518-705-1464
Ross Jones: 315-734-5379
Angella Lynch: 315-219-2002

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:
   _____Oven (if used)

   _____Counters

   _____Sink clean and water turned off

   _____Refrigerator empty (if used)

   _____Floors swept—Large broom is located in the closet in the foyer.

   _____Trash bagged & removed (or $5.00 per tall kitchen size bag donation will apply).

2. Facility _____Tables/chairs cleaned

   _____Tables/chairs returned to original location

   _____Decorations removed (if any)—tape is not allowed on the walls/ceiling

   _____Floors swept –large broom is located in the closet in the foyer.

3. Structure; ____ ___ Doors/windows shut and locked

   _____ All interior lights, fans and air purifiers are off

4. Bathrooms: _____ Sink and toilet - water turned off and left clean

5. Recreation Equipment: See

   _____ Left in original state if requested/used.

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 Director:_____ 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 use our facility the best possible experience, we would appreciate your input on the below:

1. Did you find the usage process easy to do?

__ Yes ___ No

If no, please explain why.

_____
_____
_____

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

___ Yes ____ No

If no, please explain why.

_____
_____
_____

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.

_____
_____
_____

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

_____
_____

Thank you!
We truly value your input!