

Clute Memorial Park
 155 S. Clute Park Drive
 Watkins Glen, NY 14891
 Phone: (607) 535-4438
 Email: parksdept@watkinglen.us



Village of Watkins Glen
 303 North Franklin Street
 Watkins Glen, NY 14891
 Phone: (607)-535-2736
 Fax: (607)-535-7621
 TTY: (800) 662-1220

- _____ **\$250.00 Deposit (refundable after event)**
- _____ \$750.00 - Full Fee
- _____ \$350.00 - Not-for-Profit All Day
- _____ \$375.00 - Up to Four Hours
- _____ \$50.00 - Class fee up to 1.5 hours.
- _____ \$150.00 – Use of Kitchen Only

NOTE: Rental fee paid INCLUDES set up and clean up times. An additional charge of \$50.00 per hour is due if more time is needed.

SECURITY DEPOSIT:

\$250.00

A security deposit of \$250.00 will be required from all renters of the Center. This payment is required in addition to the rental fee below. This deposit is due with the written application. The deposit is fully refundable if the building is properly cleaned and there is no assessable damage (as determined by the Park Manager or representative).

CANCELLATION FEE:

- 31 days or more prior to event **\$50.00**
- 30 days or less prior to event **\$250.00**

ADDITIONAL SERVICES PAID:

- _____ \$70.00 - Use of Sound System up to Three (3) hours
- _____ \$15.00 per hour X _____ additional hours

INSURANCE:

- _____ Proof of Liability Insurance Received
- _____ Proof of Host Liquor and/or Dram Shop Insurance Received

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PARK OFFICE USE

_____ Use of Center complete. Properly cleaned and no damages. Business office is authorized to return the security deposit in the amount of \$250.00

_____ Use of Center complete. Not properly cleaned and/or damages occurred. Business office is authorized to assess the renter for:

COMMUNITY CENTER RENTAL RULES

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SCHEDULING:

Even though the Center can be reserved up to a year in advance, any approved event should be scheduled at least 60 days in advance. The Village Board reserves the right to refuse a person or organization the use of the Center.

INSURANCE:

CERTIFICATE/PROOF OF LIABILITY INSURANCE (a minimum amount of \$300,000 for individuals under his/her owner's policy or a minimum of \$1,000,000 for businesses is required. Proof of dram shop/host liquor liability insurance will also be required if alcohol is present, served or sold at the event. Village of Watkins Glen must be listed as additional insured on the certificate and be named as a certificate holder.

FEES:

ONLY programs run directly by the Village are exempt. Any school related function may be allowed to use the facility at no cost if approved by the Board of Trustees.

All required fees must be paid in full at least sixty (60) days prior to the scheduled date of use. If a reservation is made for a date that is less than sixty (60) days in the future, then payment in full must be submitted with the application and security deposit.

Only in the case of charged admission fees or other means of compensation exacted from those in attendance, will a percentage of the receipts be due the Village. Such percentage will be set by the Village Board prior to the event

NOTE: Rental Fees/Times include set up and clean up. An additional charge of \$50.00 per hour will be due if more time is needed.

SAFETY RULES:

- Outside lights shall be kept on all night. There is also an emergency lighting system in case of power failure.
- No alcohol will be permitted on the premises without proper insurance and Board approval.
- Decorations:
 - a. No wall, ceiling, floor, seat covering or decoration having a pyroxylin or nitrocellulose base is permitted.

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b. No dry vegetation and no trees or greens containing pitch or resin are permitted (i.e., cornstalks, hay bales, etc.). Flowers and decorative greens which do not contain pitch or resin are permitted.

Exception: One non flame proof resinous Christmas tree is permitted at the discretion of the Park manager or representative.

- Aisles providing convenient and unobstructed passage to each exit must be maintained.
- Draperies, hanging and decorative materials shall be non-combustible or flame resistant.
- No combustible material or flammable material may be left unguarded in or around the building.
- Dishwasher, if you have authorized use of the dishwasher and have difficulties with it, shut the machine down immediately. There will be no call out emergency repair for the dishwasher.
- Main Floor:
 - a. Must be covered if any type of exhibition, such as automobiles, furniture, bar set-ups, that might discolor/stain the floor from water, grease, oil, or mark the floor in any way.
 - b. The applicant using the Center is responsible for having the floor properly covered and protected, using a tarpaulin (waterproof) or similar covering.
 - c. Only painter's tape is allowed to be used on the floor.
 - d. Tables and chairs care to be carried and set-up, do not drag across the main floor.

NO SMOKING & VAPING POLICY:

The Village of Watkins Glen does not allow smoking or vaping in any of its buildings.

SET UP:

During the "set-up" time, a joint inventory/condition of chairs, tables and kitchen area will be conducted by the applicant and Park personnel.

CLEAN UP:

The Center shall be the responsibility of the group. The applicant shall see to it that the rules for the use of the Center are observed and that it will be cleaned per the procedures listed below.

Upon completion of the event, an inspection of the building and property will be made by the Park Manager or representative. If the post-event inspection reveals no damage and the clean-up has been

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completed properly, the Parks Manager will authorize the business office to refund the \$250.00 security deposit.

Any damage to the property and/or any cost of clean-up by Village personnel as a result of failure to comply with this rule and those stated on the application form, shall be charged to the person or group using the center and shall include wages paid to Village employees. This sum shall be first subtracted from the required \$250.00 security deposit. Any remaining charges in excess of the \$250.00 security deposit will be billed to the applicant and due immediately.

MAIN FLOOR: Dust mop, then damp mop (*2 oz. of cleaning liquid per bucket of water*)
Do not leave standing water on the floor
Shake out dust mops outside
Rinse out wet mops in cold water, hang to dry
Wipe down tables and chairs
Store table and chairs properly (*table top side up and 15 tables per cart*)

DECORATIONS: All decorations removed from walls, tables, floors and ceiling
Including tape, staples, clips and string

KITCHEN: Sweep, then damp mop floor
Wipe down all counter tops, appliances and sinks

RESTROOMS: Papers picked up from floor
Toilets Flushed

TRASH: Take outside to dumpster
Recycling bins behind building
Break cardboard down (*place in shed*)

BACK ROOM: Floor to be swept and damp mopped

SECURITY: The applicant will be responsible for the security of the Center. All windows and doors must be properly secured at the conclusion of the event.

KEYS: After office hours keys can be left in the drop box by the front door at the camp office.