

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

Calendar     Walk Through     Deposit & Contract     Liability Insurance

**APPLICATION FOR USE OF THE COMMUNITY CENTER**

**DATE OF APPLICATION:** \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_  
(Business or Home) (Cell)

E-MAIL ADDRESS: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

DATE(S) & TIME(S) REQUESTED: \_\_\_\_\_

HOW MANY ATTENDING: \_\_\_\_\_

HOW DID YOU HEAR ABOUT US: \_\_\_\_\_

CIRCLE THOSE APPLICABLE:                      FOOD                      DRINK                      ALCOHOL

IF ALCOHOL IS SERVED, WITH THERE BE A CASH BAR?    YES    or    NO  
\* Proof of host liquor and/or dram shop insurance will also be required if alcohol is served or sold at the event

WILL KITCHEN BE USED?                      YES    or    NO

WILL EVENT BE CATERED?                      YES    or    NO

WILL SOUND SYSTEM BE USED?                      YES    or    NO

As evidenced by your signature below, you agree, on behalf of your organization and yourself, to take full responsibility as specified by the governing rules and this application. You also agree to defend, indemnify and hold the Village harmless from any claims of liability resulting from your use of the subject premises.

\_\_\_\_\_  
**Signature of Insured**

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**FOR OFFICE USE ONLY**

DATE: \_\_\_\_\_

SCHEDULED USE OF THE COMMUNITY CENTER ON: \_\_\_\_\_

DATE DEPOSIT PAID (\$250.00): \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

RENTAL FEE PAID:

- \_\_\_\_\_ \$750.00 - Full Fee
- \_\_\_\_\_ \$350.00 - Not-for-Profit All Day
- \_\_\_\_\_ \$350.00 - Up to Four Hours
- \_\_\_\_\_ \$50.00 - Per Hour Thereafter
- \_\_\_\_\_ \$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.***

DATE RENTAL FEE PAID: \_\_\_\_\_ RECEIPT # \_\_\_\_\_

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## **COMMUNITY CENTER RENTAL RULES**

### **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.

### **APPLICATION:**

Person(s), groups or organizations wishing to use the Community Center must file a written application with the Park Office or Village Office within the time herein specified. A tentative reservation may be made by phone but will not be honored if a written application is not made within three business days from the time the phone reservation was made. Application forms are available at the Park Office, Village Office or on the Village website at: [www.watkinglen.us](http://www.watkinglen.us) (click on Parks & Recreation and then Community 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.

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**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).

**FULL USE FEES:**

All day use of the Center for private party or fund-raising event. **\$750.00**  
Full use of the Center, up to four (4) hours **\$350.00**  
Full use of the Center, per one (1) hour **\$50.00**

**NOT-FOR-PROFIT ORGANIZATIONS:**

**\$350.00**

All day use of the Center  
Full use of the Center, up to four (4) hours **\$250.00**  
Full use of the Center, per one (1) hour **\$50.00**

**CANCELLATION FEE:**

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

**SOUND SYSTEM:**

Up to three (3) hours **\$70.00**  
Each additional one (1) hour after **\$15.00**

**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.
  - 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.

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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.

**NO SMOKING POLICY:**

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

**SET UP:**

Applicant must contact the Park Office at 607-535-4438 to determine a “set-up” time.

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

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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.