

DeWitt Community Room Rental Information

148 Sanders Creek Parkway, East Syracuse, NY

Rental Times: 9:00am – 3:00pm OR 5:00pm – 11:00pm
 (Rental time **INCLUDES** set-up and clean-up)

RENTAL RATES (Fee and security deposit due at time of reservation.)	Room Only		Room and Kitchen		Community Meeting* Room Only – 2 Hours	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Fee	\$150	\$200	\$225	\$275	\$50	\$75
Security Deposit	\$150	\$150	\$225	\$225	\$50	\$50
Total Due at Reservation	\$300	\$350	\$450	\$500	\$100	\$125

***PLEASE NOTE: Community Meeting rate is available Monday – Thursday ONLY and rentals must be approved by the Director of Recreation.**

- Rentals are taken on a first come, first served basis.
- Completed paperwork and payment in the form of cash or check are required at the time of reservation. We cannot accept credit/debit cards.
- Security deposit will be returned by mail within 30 days of rental as long as facility is left clean/undamaged.

<u>ROOM AMENITIES</u>	<u>KITCHEN AMENITIES</u>
<ul style="list-style-type: none"> • Room Size: 2000 sq/ft • Capacity: 125 • Tables: 18 - 6' Rectangle/ 8 - 4'x4'square • Chairs: 103 • Speaker System: 5 Disc CD Player • Internet Access: Wi-Fi is now available Password provided with receipt. • Dumpster, recycling bins • Brooms, mops, buckets 	<ul style="list-style-type: none"> • Refrigerator, Freezer • Oven, Convection Oven, Stove-Top • Coffee Maker, Microwave • Sink • Pass-Thru Window • Serving Carts • Hot/Cold Rolling Table

Key Access Problems Contact: Karen (315) 952-3306 or Therese (315) 395-1220

DeWitt Community Room Rental Form

148 Sanders Creek Parkway, East Syracuse, NY
Maximum Capacity: 125 people

Rental Date _____ **Time** 9am-3pm OR 5pm-11pm **Space** Room Only Room & Kitchen

Number Attending _____ **Purpose of Request** _____

Contact Person (on-site during use) _____

Cell _____ **Home** _____ **Work** _____

Contact Address _____
Street City Zip

Email _____

Organization (if applicable) _____ **Phone** _____

Return Deposit to Contact Person Other (list information below)

Name _____ **Phone** _____

Address _____
Street City Zip

TERMS OF USE

1. **Facility must be left in order and clean or security deposit may be retained.**
2. Tables/chairs must be returned to the proper configuration as shown on provided diagram.
3. The use of staples, tacks, push pins, or tape on the walls, ceiling, or furniture is prohibited and may result in loss of security deposit.
4. The use of glitter or confetti is prohibited and may result in loss of security deposit.
5. Trash must be removed and placed in the dumpster at the corner of the parking lot. A new trash bag must be left in garbage can. Recyclables should be placed in the blue bin, and the bin placed at the curb.
6. Training is required for any applicant renting the kitchen.
7. Rental time (9am-3pm or 5pm-11pm) includes set up and clean up. Additional hours are not permitted without prior authorization and may result in loss of security deposit.
8. Applicant must pick up a key/fob at the Recreation Office 1-2 business days prior to rental between the hours of 8:00am and 4:00pm. Failure to pick up key/fob may result in loss of security deposit.
9. The person listed on this form and signing as representing the above named group is legally responsible for any and all actions of group members while they are in a Town of DeWitt facility. This person will be held financially responsible for any and all damages to the property caused by a member of his/her group. This person is responsible for his/her group's adherence to all permit regulations including those pertaining to alcohol use, and is responsible for ensuring that the facility is thoroughly cleaned and left in the proper condition.

10. This permit is for the period shown and is subject to all the rules and regulations of the Town of DeWitt. The Town will not guarantee accommodations for more than the numbers indicated.
11. A \$20 fee will be assessed for any returned checks.
12. Cancellations made at least thirty (30) days before the reservation date will receive a full refund. **Refunds are not guaranteed for cancellations made less than thirty (30) days before the reservation date.**
13. Certificate of insurance may be required.
14. No advertising of event without permission from Town of DeWitt.
15. The selling of any items is prohibited without a permit from the Town of DeWitt. No admission fee may be imposed without prior written permission from the Town of DeWitt.
16. The Town reserves the right to void the permit should facility become unavailable for any reason.
17. Compliance with all applicable laws and regulations of the State of New York, the Town of DeWitt, and Onondaga County Health Department is a requirement of the permit holder.
18. Security deposit will be returned by mail after the facility has been inspected, found in order, and the key/fob has been returned.
19. The undersigned hereby acknowledges that he/she has read, understands, and agrees to comply with the above terms and conditions. The failure to abide by these terms will result in the retention of the security deposit. The undersigned further verifies that he/she is 21 years of age or older and assumes all responsibility for the action of the above group.

Please Note: Premises are video monitored.

I, _____, hereby request reservation of the Town of DeWitt facility named above, for the date(s), times and purpose shown. I certify that I understand and agree to the terms of use. I further agree to hold harmless the Town of DeWitt, its officers and employees, in any claim of personal injury or property damage in any way arising from use of this facility.

X _____
 Permit Holder's Signature (must be same as name of reservation form) _____ Date _____

For Office Use Only

Notes _____

Total Paid _____ Date _____

Key/Fob # _____ Date Issued _____ Date Returned _____