

Village of Watkins Glen  
Municipal Offices – 303 N. Franklin St.  
Watkins Glen, NY 14891

COMMUNITY CENTER RULES: (revised 3/1/13)

**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 TO BE SERVED OR SOLD AT THE EVENT.**

1. 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.

2. APPLICATION:

Person (s), groups or organizations wishing to use the Community Center must file a written application with the Village Office in the Municipal Building 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 Village Clerk’s office in the Municipal Building.

3. FEES:

ONLY programs run directly by the Village, such as the Easter Party and Halloween Party, are exempt. Any school related function may be allowed to use the facility at no cost if approved by the Board of Trustees. All others MUST pay for usage. The fees for the use of the building are as follows:

SECURITY DEPOSIT:	\$250.00
A security deposit of \$250.00 will be required from all renters of the Center. This payment is required <u>in addition</u> to the fees detailed below. This \$250.00 deposit is due <u>with</u> the written application. The deposit is fully refundable <b>if the building is properly cleaned</b> and there is no assessable damage (as determined by the Park Manager or representative).	
FULL FEES:	\$450.00
A private party or private fund-raising event. (includes full use of the facility)	
REDUCED FEES:	\$200.00
Not-for-Profit organizations – use of the full facility for a period of more that four (4) but less that twenty four (24) hours.	
Not-for-Profit organizations – use of the full facility for a period <u>up</u> to four (4) hours.	\$125.00
Not-for-Profit organizations – use of the full Facility for a period of two (2) hours or less.	\$60.00
CANCELLATION FEE:	
60 days or more prior to event	\$25.00
60 days or less prior to event	\$250.00

#### SOUND SYSTEM:

A \$70.00 Minimum three hours for use of the whole system. This includes the cassette player, CD player and microphone.

\$15.00 for each additional hour of use for the system.

\$50.00 Non-refundable use fee for the use of the microphone (we will set up.)

#### TELEPHONE USE:

\$25.00 for use of the Office Phone. A pay phone is available for emergency use.

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 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.

#### 4. NO SMOKING POLICY:

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

#### 5. DISHWASHER USE:

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.

#### 6. PROPERTY/CLEANUP:

The person responsible for the group or organization must contact the Park Manager (Telephone 607 535-4438) or the Village Office (607 535-2736) to determine a "set-up" time for the event.

A. During the "set-up" time, a joint inventory/condition of chairs, tables and kitchen area will be conducted by the renter and Park personnel. Upon completion of the event, an inspection of the building and property will be made by the Park Manager or representative. The renter may or may not be present. Any damage to the property and **any cost of clean-up by the 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(s) or group using the Center, and shall include wages paid to Village employees. This sum shall be first subtracted from the required \$250.00 clean-up/damage deposit. Any remaining charges in excess of that \$250.00 deposit will be billed to the renter.

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

#### 7. BY ALL MEANS:

The floor shall be covered if any type of exhibition, such as automobiles, furniture, bar set-ups etc. that might discolor, water stain, grease or oil the floor or mar the floor in any way are to be used. The group or organization using the building is responsible for having the floor properly covered and protected, using a tarpaulin (waterproof) or similar covering. Only blue painters tape is allowed to be used on the floor.

#### 8. SAFETY RULES REGARDING THE BUILDING:

- A. Outside lights shall be kept on all night. Also there is an emergency lighting system in case of power failure.
- B. No alcohol will be permitted on the premises, without prior approval of the Board of Trustees.

C. A renter must comply with the rules relating to places of Public Assembly as follows:

1. Decorations

a. No wall, ceiling, floor or 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. Exception: One non flame proof resinous Christmas tree is permitted at the discretion of the enforcing authority.

2. Aisles providing convenient and unobstructed passage to each exit shall be maintained.

3. Draperies, hanging and decorative materials shall be non-combustible or flame resistant.

4. No combustible material or flammable material may be left unguarded in or around the building.

These basic rules are posted in certain obvious places inside the building. Any group using the Center will be given a set of these rules.

9. LIABILITY:

The Center shall be the responsibility of the group using it and the leader of the group shall see to it that the rules for the use of the building are observed and that the Center shall be cleaned in a proper manner. If the post-event inspection reveals no damage and the clean-up has been complete and proper, the Parks Manager will authorize the business office to refund the \$250.00 "clean-up/damage" deposit.

AUTHORITY, Board of Trustees  
Village of Watkins Glen

## **CLEAN-UP PROCEDURES FOR COMMUNITY CENTER**

**MAIN FLOOR:** Dust mop, then damp mop (water & Murphy's Oil Soap)

Shake out dust mops outside

Rinse out wet mops in cold water, hang to dry

Tables and chairs wiped down, stored properly  
(tables top side up)

All decorations removed, including tape and staples, on  
Walls, tables and floors

**KITCHEN:** Sweep floor then wet mop entire floor

Counter tops, appliances, sinks wiped down

**RESTROOMS:** Papers picked up from floor

Toilets Flushed

**ALL TRASH TAKEN OUTSIDE TO DUMPSTER**

Recycling bins behind building

Break cardboard down, place in shed

**TAKE PRIDE IN YOUR COMMUNITY CENTER**