



Ogden Parks and Recreation

269 Ogden Center Road
 Spencerport, NY 14559
 (585) 617-6174
www.ogdenny.com



COMMUNITY CENTER RESERVATION FORM

Please note:

- Payment, in the form of cash, check or money order, must be made at time of reservation.
- Facilities are closed for most holidays; Facilities open for holidays will be at weekend rate.
- Please make checks payable to: TOWN OF OGDEN
- Return to: Ogden Parks & Recreation, 269 Ogden Center Road, Spencerport, NY 14559
- All information is required. Please write legibly.

1. Name of Group/Organization: _____ Today's Date: _____
2. Purpose for Using Facility (be specific): _____
3. Name of Applicant (must be 21 years or over and present during time of rental): _____
4. Applicant's Address, City, Zip: _____
5. Phone (Home): _____ (Work): _____ (Cell): _____
6. Email: _____
7. Will there be food/beverages (*alcohol is not allowed)? YES NO

FACILITY FEES –Full Hour or Half Hour Increments only

	Residents	Non-Residents
Gymnasium	\$45 for first hour \$35 each additional hour	\$55 for first hour \$45 each additional hour
Multi-Purpose Rooms	\$25 for first hour \$20 each additional hour	\$35 for first hour \$30 each additional hour

Special Set Ups (includes changing the room for original set-up prior to arrival):

Residents/Non-Residents: \$20

Party Bin Rental (usage of party bin: misc. sports balls- football, basketball, soccer, etc.):

Residents/Non-Residents: \$15

Certificate of Insurance may be required of individuals/groups using our facility.

ROOM REQUESTED (please specify)	DAYS/DATES REQUESTED	START TIME	END TIME	
Gymnasium Multi-Purpose Room	(specify each date)	Include Set-Up Time	Include Clean-Up Time	Anticipate # of People



****Signature required on back as well as on Indemnity Agreement.****



Office Use Only:				
Resident	Non Resident	Payment: \$ _____	Approved by: _____	Date: _____

Applicant's Initials

Town owned buildings and facilities, when not in use for Town purposes, may be used for recreational, civic and educational purposes by the community in accordance with the policy outlined by the Ogden Town Board and the regulations herein provided.

- ___1. **APPLICANT MUST BE 21 YEARS** of age or older and must be present at the activity and assume responsibilities for the group during facility use.
- ___2. **PERMIT IS NON-TRANSFERABLE.**
- ___3. **FACILITY CANNOT BE ACCESSED** until time specified on permit.
- ___4. **FACILITIES WILL BE INSPECTED BEFORE AND AFTER EACH RENTAL.** Facility, equipment and grounds must be in the same condition as prior to renting the facility. Should damages occur, the person signing this agreement will be billed the additional costs.
- ___5. **CANCELLATION/REFUND POLICY**
 - Refunds will only be given if cancellation is received in writing at least 30 days prior to rental date.
 - *No refunds* will be given if cancellation is made less than 30 days prior to rental date.
 - All refunds are subject to a \$20 processing fee, and town board approval. It may take 4-6 weeks to receive refund.
 - Any changes to the date on your permit are subject to a \$10 processing fee.
- ___6. **ADULT CHAPERONE** must be in the gymnasium with children at all times. Children may not be left unaccompanied.
- ___7. **ALCOHOLIC BEVERAGES ARE NOT ALLOWED** at the Community Center.
- ___8. **FOOD and BEVERAGE** is to be kept in multipurpose room #1 only.
- ___9. **INCLEMENT WEATHER...**If Spencerport Central Schools close due to bad weather, the Ogden Parks and Recreation Department will close the facility. A refund will be issued.
- ___10. **SMOKING** is not permitted in Town Buildings.
- ___11. **CONDUCT...**Sponsoring groups/organizations will insure that proper order is maintained and that the function reflects favorably upon the sponsor and the Town of Ogden.
- ___12. **PETS** (with the exception of service animals) are not allowed in the community center.
- ___13. **THE ATTENDANT ON DUTY** shall approve the use of any materials, equipment and footwear on the gymnasium floor.
- ___14. **DECORATIONS: NO WALL OR CEILING DECORATIONS ARE PERMITTED.** Only free standing or table decorations are allowed. No tape, tacks, nails, or glue.
- ___15. **ALL GARBAGE** is to be removed by the renter.
- ___16. **INSURANCE COVERAGE...**The Town may require the group/organization to provide coverage for the event.
- ___17. **GAMBLING** on Town property is not permitted except when permitted by the Town Board.
- ___18. **NO FOOD OR MERCHANDISE** may be sold in Town recreational facilities or on Town property without written approval from the Town of Ogden Parks and Recreation Director.
- ___19. **PARTICIPANTS** cannot be charged an additional fee.
- ___20. **ROOM SHALL BE LEFT EXACTLY AS IT WAS FOUND.** Special set-ups or take-downs will not be done without prior arrangements and payment.
- ___21. **FACILITIES MAY NOT BE USED FOR** religious purposes, sales promotion, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing.
- ___22. **OPRD RESERVES THE RIGHT TO PROHIBIT CERTAIN ACTIVITIES/EVENTS IN THE FACILITY.**

By signing this request, my group/organization and I agree to be bound by the above terms and conditions, to pay fees charged and to pay the cost of repair or replacement of the Town of Ogden Parks and Recreation property damaged as a result of the use of this facility.

Signature

Date

****Signature is required on next page****



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INDEMNITY AND HOLD HARMLESS AGREEMENT

(Name of Applicant/Group/Organization)

By signing below, the above mentioned applicant/group/organization hereby agrees to indemnify and hold harmless the Town of Ogden from any and all claims or actions based upon property damage, personal injury, or death resulting from any acts, omissions, or any other matter whatsoever of the above mentioned group/organization, its members, guests, and invitees, while on the premises of the Ogden Community Center located in the Town of Ogden.

This agreement shall include indemnity to the Town of Ogden for all costs, counsel fees, expenses or any other liability whatsoever, which may be incurred by the Town of Ogden as a result of the above-mentioned group/organization's use of the Town of Ogden facilities.

Signature

Date