



Town of Ogden
269 Ogden Center Road
Spencerport, NY 14559
(585) 617-6111

MEETING ROOM USE POLICY

Purpose

The Community Meeting Room is primarily intended for community use. Outside non-profit groups may use the Meeting Room. Priority is given first to the Town of Ogden, and then local organizations.

Application for Use

- Applications to use the room are available at the Town Clerk's office and online at www.ogdenny.com. Applicants will be contacted to inform them of room availability.
- The person signing the application must be at least 18 years old and assumes responsibility on behalf of the group or organization.
- Groups may make requests no more than 90 days in advance of the date they would like to reserve.
- Long term, regularly scheduled use of the room is granted at the discretion of the Town Board. If granted, the organization must still submit an application at the beginning each year.
- The Town Clerk has the right to supersede a previous reservation of the room by an outside group for a Town program.
- Applicant is responsible for informing the Town Clerk's Office as soon as possible if they must cancel.

Room Use

- Events in the Meeting Room must be open to the general public and may not charge a fee for attendance.
- Permission to use the room in no way constitutes the Town's endorsement of the group or its activities.
- The Meeting Room may not be used for religious services, sales promotion, social meetings or for the benefit of private individuals or commercial concerns engaged in marketing. Political meetings are acceptable at the discretion of the Town Clerk for the discussion of issues but not for campaign purposes, party caucuses, and the like.
- The Meeting Room is available most days. Please call or email to confirm it is available during your requested times. Please factor set-up and clean-up times into request.
- Use of the room must not disrupt Town operations.
- Open flames are not permitted.
- The Town is not responsible for items left in the building.
- No food or drinks are allowed.
- Smoking is not permitted anywhere on the Town premises.
- Alcoholic beverages may not be consumed on Town premises.
- Pets (with the exception of service animals) are not allowed in the community center.

Responsibilities

- Groups must leave the room in the condition it was upon entering. The group using the room is responsible for setting up and taking down the equipment, including tables and chairs. Adequate time should be reserved by the group to accomplish both of these tasks. Tables should be taken down and placed against the back wall, and chairs returned to the rows that they were in.
- All lights are to be turned off – hall and meeting room.
- All doors are to be locked.
- Key is to be left in the meeting room on the table, if keys are not returned, groups may be charged a reasonable fee and/or denied future use of the room.
- Groups that do not clean up after themselves may be charged a reasonable clean-up fee and/or be denied future use of the room.
- Failure to adhere to these guidelines may result in loss of future room usage.



Town of Ogden Community Room

Meeting Room Use Application

Please read and retain for your records a copy of this application and the Meeting Room Use Policy. You may submit this application in person, by mail, by email (townclerk@ogdenny.com), or by fax (585-352-4590).

Please note:

- A deposit of \$100.00 is required if you have food & drinks. Payment in the form of cash, check or money order, must be made at time of reservation. Please make checks payable to: Town of Ogden.
- Leave the keys visible in the room.
- All information is required. Please write legibly.

Name of Organization _____

Is your organization non-profit? Yes _____ No _____

Purpose for using Facility (be specific) _____

Date of Meeting _____ Time of Meeting* _____

*Please be sure to include time to set up and clean up in your request.

Number of People Expected (not to exceed 100) _____

Will there be food/beverages (alcohol is not allowed) Yes NO

Contact Name _____

Contact Address _____

Contact Phone Number _____

Contact Email Address _____

By signing this request, my group/organization and I agree to be bound by the regulations set forth in the Meeting Room Use Policy and agree to pay fees charges and to pay the cost of repair or replacement of the Town of Ogden property damaged as a result of the use of this facility.

Contact Signature _____ Date _____

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