

TOWN OF PEMBROKE

1145 MAIN ROAD
CORFU, NEW YORK 14036
(585) 599-4892 fax (585) 762-8233
TDD/TYY 1-800-662-1220

PEMBROKE COMMUNITY CENTER APPLICATION FOR USE

Town of Pembroke Residents: \$150.00
Non- Residents: \$350.00
Must show proof of Residency

Key Deposit (All users): \$25.00
Key Deposit returned when key brought back
Cleaning/Closing Fee Deposit: \$75.00

REQUESTING PARTY OR PERSON _____

CONTACT INFORMATION Address _____

Phone _____

(Please check one)

_____ Not for Profit Organization Fundraiser _____ Private Use _____ Meeting

PURPOSE _____

Description of activity or meeting _____

DATE(S) REQUESTED _____

TIME _____

Not for Profit list of scheduled meetings – _____ / _____ / _____ / _____ / _____ /

_____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ /

USE OF KITCHEN YES _____ or NO _____

AGREEMENT

The undersigned is over 21 years of age and has read this form. He/she or on behalf of _____ agrees to pay repair or replacement costs for any equipment/materials that are damaged by this organization/individual or its participants. He/she agrees to abide by the clean-up requirement and parking requirement stated in the attached Policy. He/she agrees to be responsible to The Town of Pembroke for the use and care of the facilities.

He/she or on behalf of _____ does hereby covenant and agree to defend,
Name of Organization if any

_____ to indemnify and hold harmless The Town
Name of Organization if any

of Pembroke from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of The Town of Pembroke's property, facilities and/or services by _____ including but not limited to the organization's/individual's sale or distribution of alcoholic beverages. Print name

Organizations: A "Hold Harmless Agreement" or a Certificate of Insurance in the amount of \$1,000,000 must be included with this form.

Individual's Signature or Signature of Organization's Representative

Date: _____

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PLEASE adhere to this "Use Policy". Detach for your records.

PEMBROKE COMMUNITY CENTER USE POLICY

- The center is available for rent to Town Residents for private functions, parties, showers, funeral dinners, receptions, etc... for a fee of \$150.00. A fee for Non- Residents is \$350.00. Proof of Residency is required. These new prices take effect for all events scheduled on or after March 28th, 2013.
- Full payment due when picking up the key. The \$25 deposit for the key is refundable when the key is returned to the Town Hall. The key CAN NOT be duplicated. The key can be picked up and must be returned at the Town Hall, the first business day after use. Only one key will be issued to any organization.
- The \$75.00 cleaning fee will be returned by mail after the hall has been inspected.
- Maximum Occupancy is 280 people.
- If used as a fundraiser by any organization, a fee of \$150.00 will be charged plus \$75.00 Cleaning Fee.
- The Hall shall be available for use by Town of Pembroke non-profit organizations for regular scheduled meetings. These groups include Corfu Fire Department (fire department business only), Town Board, Village Board meetings, Boy Scouts, Girl Scouts, VFW, Garden Club, Tonawanda Creek Watershed Group, PCD Kiwanis. The \$25.00 key fee will still remain in effect for all of the groups listed above. Monthly or weekend continuous use can only be scheduled three (3) months in advance in order to give everyone who wishes an opportunity for use.
- Any individual, group or organizations using Town facilities must agree to enforce all rules and regulations in effect to ensure safety, sanitation and protection of Town property.
- No Alcoholic beverages shall be sold or served at fundraising activities. When alcohol is served at private functions all laws and rules and regulations of the New York State ABC (Alcohol Beverage Control) Board shall be observed. The Town of Pembroke is not engaged in the sale or distribution of alcoholic beverages and is therefore not liable for damages associated with its sale or use on Town property.
- **Any organization using the center shall be responsible for clean up after using it.** This includes removal of garbage to dumpster in back of building, sweeping and mopping floors (if needed), Wiping down tables/chairs (if needed), wiping out sinks if used, and wiping down stove if used.
- The Town does not supply any plates, dishes or utensils.
- Any organization using the center shall be responsible for setting up and taking down tables and chairs.
- This is a carry in/carry out facility. No food items are to be left in the building. This includes food left in the refrigerator. NOTHING is to be left in the refrigerator.
- **Nothing is to be hung on the walls. DO NOT TAPE or STICKY TAK ANYTHING TO THE WALLS!!**
- Tables, chairs and other property belonging to the Town of Pembroke are not to leave the community building.
- Adult supervision is **required** for activities involving minors.

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PEMBROKE COMMUNITY CENTER CHECK LIST

Please use this list before leaving the premises. If these things are not done it could prevent the return of your \$75.00 Cleaning/Closing Fee Deposit

GENERAL AREA

- ALL doors closed and locked?
- ALL chairs/tables put back where you found them?
- ALL garbage bags emptied, bags taken to dumpster, new bag installed?
- ALL food items brought in are removed?
- ALL floors swept?
- ALL floors mopped in materials are spilled?
- ALL heating units turned to proper levels as indicated at each unit?
- ALL A/C units turned to proper levels as indicated at each unit?
- ALL lights turned off?

KITCHEN AREA

- ALL dishes you used, washed and put away?
- Sink cleaned out?
- ALL countertops wiped down?
- ALL garbage taken out to dumpster?
- Kitchen Heat switch near sink turned off?
- Fan over stove turned off if used?
- If fan over stove was used, is air intake switch turned off behind kitchen door?

If you notice any problems when you enter the Community Center, call the following numbers for assistance: 585-409-8429 or 585-599-4892 ext. 21 or 22.

Please report any problems to the Town Clerk's office when dropping off keys.

Thank you for your cooperation!

6/2014

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