

Jordan-Elbridge Community Center

1 Route 31, PO Box 568, Jordan, NY 13080
www.townofelbridge.com

Facility Use Rules & Regulations

- The community Center is available for rental for recreational or social uses to Town of Elbridge residents.
- Upon application the Town Board reserves the right to waive rental fees for religious, charitable and public non-profit organizations.
- Senior Coordinator will be responsible for scheduling rentals at a rate schedule established by the Town Board.
- A security deposit in addition to the rental rate will be required. (\$50.00)
- At the conclusion of all activities/functions the renter/user will be responsible for cleanup (see checklist)
- The community Center personnel will complete an inspection of facilities after scheduled activity/function before deposit is refunded.
- If rules are not adhered to, the deposit will be forfeited.
- An insurance Certificate may be required upon review by the Town Board. Groups utilizing the facilities on a regular basis should provide the Town with a certificate of Insurance.
- No open flames permitted.
- No tape or pins shall be attached to walls, lights, doorframes, etc. All decorations shall be limited to table or chairs and shall be removed completely at the end of function.
- Any damage to facilities/equipment must be reported immediately. Moreover, renters/users may be held liable for any necessary repairs or items/equipment replacements. In the interest of all concerned "walk through" assessments will be conducted before, as well as after, scheduled events are held to avoid problem situations.
- Renters/users will be responsible for ensuring that all doors are locked, lights are turned out and the facility is as they found it.
- Adequate adult supervision must be provided for youth less than 18 years if age at all times.
- All rules must be adhered to. At a minimum, these include the Code of Conduct and all posted interior/exterior safety related rules found on municipal grounds.
- In case of emergency, dial 911 for police, fire or ambulance.

No alcohol * No Smoking * No decorating of walls or ceiling – only Tables & chairs may be decorated. Renter must remove all garbage from facility – You may put "event/meeting" trash in town dumpster.

One Day Rental Rates – As of July 1, 2003
Kitchen facilities are included

____ Lion's Den (40-50 people) - \$75 plus security deposit.
____ Community Room (up to 100 people) - \$125 plus security deposit.

Non-Profit (Meetings)- No Fee
(Scouts, Lion's, Clubs, etc.)

____ Lion's Den ____ Community Room

Insurance Certificate
needed for these groups.

Date of Event: _____ **Time of Event:** _____ **See Code of Conduct & End of Event Checklist**
Arrival/Setup Time: _____ **Estimated Departure Time:** _____
Name of renter: _____ **Signature of Renter:** _____
Date: _____ **Phone:** _____ **E-Mail:** _____
Address of Renter: _____

CODE OF CONDUCT

Alcohol and/or control substances are not allowed on or in all municipal property. Possession/use of alcohol and/or control substances on municipal property will result in removal and possible legal action.

The conduct of any illegal activities on municipal grounds will result in removal as well as possible prosecution.

Offensive behavior including profanity, objectionable language, and disorderly conduct of any kind will not be tolerated and those violating this provision will be removed from the premises.

Renter's end-of-Event or Meeting Checklist

- Dishes – wash, dried and put away
- Counters & sink cleaned
- No food or soda left in refrigerator
- Tables washed down...remove any paper and tape.
- Chairs up on tables
- Floors swept (kitchen & room)
- All garbage must be taken with renter. Recyclables (cleaned) go in blue bin.
- Be sure all doors are closed & locked.** Stand inside and close the door you are about to lock.

Questions – Please Contact Joe Patrick
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