



300 E. Main Street  
Odessa, NY 14869  
Phone: (607)594-2100  
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### Community Room Use Application

Today's Date: \_\_\_\_\_

Group/Organization/Person: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s): \_\_\_\_\_

Type of Use: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Will the Kitchen be used? Yes \_\_\_\_\_ No \_\_\_\_\_  
For? \_\_\_\_\_

How Many People? \_\_\_\_\_

Comments:

### ALCOHOL IS STRICTLY PROHIBITED

\*\*\*\*\*For Office Use Only\*\*\*\*\*

Approved \_\_\_\_\_ Board Signatures: \_\_\_\_\_

Rejected \_\_\_\_\_

Donation Rec'd: \_\_\_\_\_

Key # & Date Picked up \_\_\_\_\_ Date Key returned: \_\_\_\_\_

**Be it known that ANY group of Organization allowed usage of the Village of Odessa Community Room and its adjacent facilities are subject to the following rules and regulations:**

1. The group or organization must submit the proper application form for the use of the above facilities two weeks in advance of their gathering.
2. Said group or organization will be responsible for the following:
  - a. Leave the Community Room and adjoining facilities in the same manner found:
    - i. All chairs and tables must be wiped down and returned to their carts (they are not to be propped against the walls.)
    - ii. Wash and PUT AWAY any dishes or silverware you may have used.
    - iii. Garbage and trash picked up and deposited in garbage bin located behind the Municipal Building. Reline trashcans with liners located in the closet.
    - iv. No furniture, equipment or utensils are to be removed from the premises.
    - v. Clean the counters and wipe up any spills.
  - b. Report to the Village Clerk or Mayor any damage(s) to the exterior or interior of the building.
  - c. Said group or organization will be responsible for the above mentioned damage(s)
  - d. Any gatherings shall have enough monitors or chaperones to eliminate any vandalism or damage(s) to the exterior or interior of this building.
  - e. Turn off all lights, heat, etc. before leaving.
3. ANY GROUP OR ORGANIZATION WHICH DOES NOT FULFILL ANY PARTS OF THIS AGREEMENT WILL BE REFUSED ANY FUTURE REQUESTS FOR USE OF THIS BUILDING. ANY VANDALISM AND DAMAGE (S) WILL BE CHARGED TO THE GROUP OR ORGANIZATION THAT USES THE PREMISES.
4. The Village Board has the power to refuse any request.

**NOTE: Fees are not applicable; however a donation would be greatly appreciated to cover the cleaning supplies required in the maintenance of this building and its functions.**

Upon signing this agreement you agree to all the rules and liability upon using the Community Room.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_