RETURN KEY TO VILLAGE HALL: _____

VILLAGE OF CELORON
21 BOULEVARD AVENUE
PO BOX 577
CELORON, NY 14720-0577
(716) 487-4175

FACILITY USE REQUIREMENTS

The use of all Recreational and Park's facilities shall be subject to the approval and rules of the Village Board of Trustees.

1. Groups wishing to use municipal facilities shall first apply, not more than a year in advance, to the Village Board on the prescribed form. The Mayor or his/her designee has final authority on approval.
2. In the event of inclement weather, the Mayor or his/her designee has final authority on whether facilities are usable.
3. Intoxicants shall not be brought onto municipal facilities at any time.
4. All posted rules **MUST** be adhered to. Re: No Smoking, Overnight Parking, Alcohol, etc.
5. Profanity, objectionable language, disorderly acts, or illegal activities of any kind are absolutely prohibited. Those that violate this will be removed from premises.
6. Any damage to municipal facilities shall be promptly repaired at the user's expense. **NO EXCEPTIONS.**
7. All persons reserving facilities **MUST** clean up after themselves and leave the premises by 10 P.M.
8. Permits may be revoked at any time.
9. Any organization with youth under age 18 requires the presence of adequate adult supervision at all times.
10. Property owners (tax payers) shall be considered residents for the purpose of facility rentals.
11. It is the responsibility of the renter to comply with current New York State gathering requirements.

FEES

MAKE CHECKS PAYABLE TO VILLAGE OF CELORON

	Refundable Deposit Residents & Non-Residents	Refundable Deposit Not-For Profit	Rental Non-Residents	Rental Resident	Rental Not-For Profit
COMMUNITY CENTER *8:00 A.M – 10:00 P.M.*	$50.00	0	$200.00	$100.00	$50.00

REFUNDABLE DEPOSITS

Your deposit is refundable based upon your restoring the Community Center to its condition upon arrival and returning its key on the next Village Hall business day after your event. If the key is returned late, $5.00/day will be subtracted from your deposit. THE COMMUNITY CENTER WILL BE INSPECTED AFTER YOUR USE.

Deposits will not be refunded for rentals cancelled less than ten (10) days before the rental date.

12. The deposit fee for use of the Community Center is waived for non-profit organizations. We reserve the right to charge a fee if the facility is not properly cleaned. At the Community Center, Cleaning includes but is not limited to: OVEN, STOVETOP, AND REFRIGERATOR - cleaned and wiped down, please remove all food from fridge and freezer; CUPBOARDS & COUNTERTOPS - wiped Clean; FLOORS - must be swept & mopped; TRASH - emptied and placed outside in the barrel; BATHROOM - floors, toilet and sink cleaned, mirror wiped clean; TABLES & CHAIRS - wiped down and put away CLEAN!!

13. In addition, make sure all doors are locked and lights are off when leaving. Entertainment center devices, which include TV, VCR and DVD players, are **NOT** to be removed from their location. **NO tacks, nails, confetti or tape are to be used for decorating on ceiling, walls or tables.**

For Not -For -Profit groups, charges for not cleaning, or not returning the key, will be billed directly to the organization! We reserve the right to charge a security deposit at any time.

	Resident & Resident Not-For-Profit Reservation fee, Not-refundable		Non-Resident & Non-Resident Not-For-Profit Reservation fee, Not-refundable	
	Less than 100 participants	More than 100 participants	Less than 100 participants	More than 100 participants
PAVILION	$10.00	$25.00	$25.00	$50.00
BANDSHELL	$10.00	$25.00	$25.00	$50.00
ELECTRIC	$10.00	$10.00	$10.00	$10.00

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14. At the Pavilion and Bandshell, trash and debris should be picked up and deposited in one of the many trash barrels. Any movable tables or benches should be returned to their proper location.

15. Your permit fee allows you exclusive use of the facility for a four (4) hour block. If you are done early, clean up and allow others to enjoy the facility. If your party extends, you may continue to use the facility providing there is no other reservation. If you extend beyond your block, you must be prepared to share with others who wish to enjoy our facilities.

16. Certain reservation requests may fall into the category that the Village of Celoron Board of Trustees has termed **Festival**.* The Village of Celoron Board of Trustees will use the following criteria to determine if a festival designation is appropriate: Size, Sales, Admission, Activities, Time, Parking & Traffic Safety, Vendors, Space, Special Events, Garbage-Cleanup & Restoration of Land, Health & Sanitation Needs, Security and Other Appropriate Considerations.

*Because of the need for Village of Celoron Board of Trustees' approval, requests for facilities reservations that could be designated a festival, should be made 45 days in advance of the event.

17. All users must provide the following insurance prior to using facilities.

FAILURE TO COMPLY WILL RESULT IN REVOCATION OF PERMIT!

A. The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the users' policy.

B. The policy naming the municipality as additional insured shall:
   - *Be an insurance policy from an A.M. Best Rated "secured" NYS licensed insurer;
   - *Contain a 30 day notice of cancellation;
   - *State that the organization's coverage shall be primary coverage for the Municipality, it's Board, employees and volunteers.

C. The user agrees to indemnify the municipality for any applicable deductibles.

D. Required insurance:
   1. Insurance requirement for groups:
      *COMMERCIAL GENERAL LIABILITY INSURANCE
      $1,000,000 per occurrence / $2,000,000 aggregate.
   2. Insurance requirement for individuals:
      PERSONAL LIABILITY INSURANCE
      $100,000 per occurrence-$200,000 aggregate

E. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damage indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or absence of same shall not be deemed a waiver of any and all rights held by the municipality.