FACILITY USE REQUIREMENTS

- All posted rules MUST be adhered to
    - Re: No Smoking, Parking, Alcohol, etc.
- Intoxicants shall not be brought onto municipal facilities at any time
- Profanity, objectionable language, disorderly acts, or illegal activities of any kind are absolutely prohibited
    - Those that violate this will be removed from premises
- Any damage to municipal facilities shall be promptly repaired at the user's expense
    - NO EXCEPTIONS
- Any organization with youth under age 18 requires the presence of adequate adult supervision at all times
- All persons reserving facilities MUST clean up after themselves
    - FLOORS - must be swept
    - TRASH - emptied and placed outside in the dumpster
    - BATHROOM - floors, toilet and sink cleaned, mirror wiped clean
    - TABLES & CHAIRS - wiped down and put away clean
- No tacks, nails, or tapes used on the walls
- Make sure all doors are locked and lights are off when leaving
- No more than 49 people may occupy the upstairs at one time, per the Code Enforcement Officer

Rental Fee Schedule

Lakewood Residents

- Not for Profit: No Charge
- Private Party: $25.00
- For Profit: $50.00

Non- Residents

- Not for Profit: $25.00
- Private Party: $100.00
- For Profit: $150.00

$100.00 Returnable Security Deposit Required
(To be paid separately)

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

Key for the facility can be picked up the day before the rental at 20 W. Summit Street, Lakewood, NY 14750. The office is open M-F, 8:30am to 4:30pm.

At the end of the event the key can be dropped off in the drop box next to the main door or can be brought back to the office the next business day.