

Room Rental Packet

Betty Ann McDonald Community Center of Riverton

We are pleased that you have inquired into the rental of the Community Center. To help you to have a successful party, we would like to provide this packet in order to answer some of your questions.

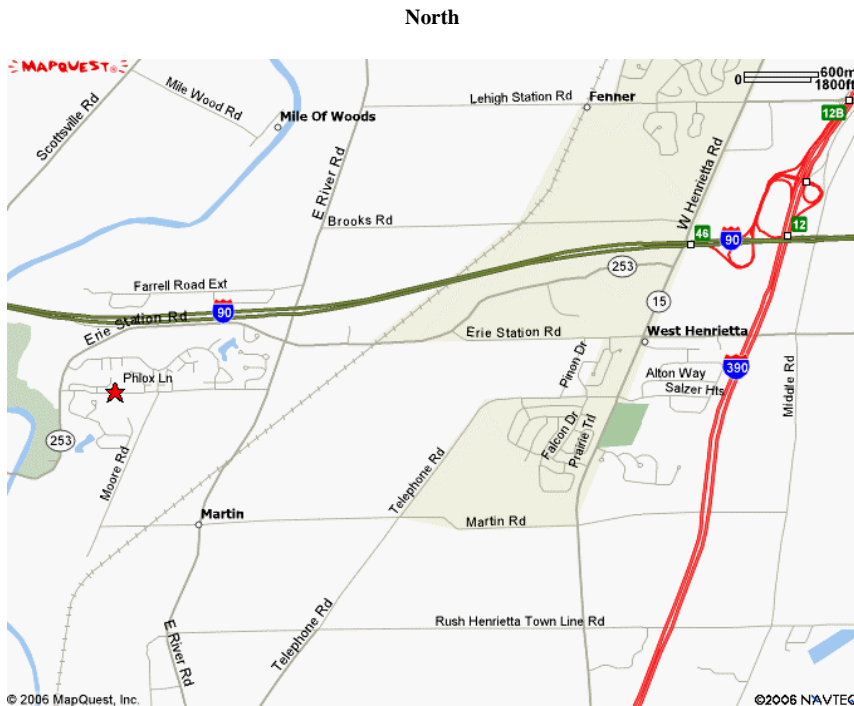
There is a room rental application attached. It must be signed and returned to the R.C.A. office with the cleaning deposit to hold your reserved date. The signing of this form will mean that you understand and accept the rules as set out in the rental agreement. There is a check-list for entering and departing the room and it is to be returned with your key, immediately following the party. If the check-list is not returned, it will be assumed that you have completed all items on that list.

In the case of an emergency, there are numbers listed on the R.C.A. office window and on the refrigerator in the kitchen. Please limit the use of the phone to emergency use only, as we are charged per call. You will be billed for long distance calls or overuse of this phone.

All cleaning supplies needed and garbage bags are in the storage room, either in plain sight, or in the black file cabinet.

We hope that you have a pleasant time here and that you will return again. Thank you for using our Community Center.

DIRECTIONS TO THE BETTY ANN MCDONALD COMMUNITY CENTER OF RIVERTON:



From 390

Take 390 South to Lehigh Station exit.

Turn Right; continue to the end of Lehigh Station. Turn Left onto East River Road. (Kodak Riverwood will be on your right.) Continue on E. River Rd. (over the Thruway).

At the light you will be at the intersection of E. River Rd. and Erie Station. Continue through the light and take the first right (Scottsville-W. Henrietta Rd.)

The Riverton Community Center will be on your right, past the tennis courts.

ROOM RENTAL APPLICATION

NAME _____ DATE _____

ADDRESS _____

PHONE # _____ WORK # _____

ROOM RENTAL DATE _____

Set-Up Time _____ to _____ (1 hour free)

Party/Meeting Time _____ to _____

Clean-Up Time _____ to _____ (1 hour free)

TYPE OF EVENT _____

IS THIS A SURPRISE PARTY? Yes or No For Whom? _____
(We don't want to accidentally let that person know about the party, if we need to call!!)

NUMBER OF PEOPLE ATTENDING _____

TOTAL COST _____ (See Room Use Fee Schedule Below)

The room rental deposit will not be refunded if the party is cancelled less than one week prior to the date. All, or a portion of the deposit, will be held, if the room is not left in the condition it was in when you came in. Please indicate if this is for business use.

Signature

OFFICE USE

Deposit \$50.00 _____ Rec'd by: _____
Date received Check #

Room Rental Fee \$75.00 private use _____
\$100.00 business use Date received Check #

Additional Hours _____
Number of hours fee Rec'd by

Key given and alarm instructions received _____
Signature Date

Key returned _____
Date

Comments: _____

****IN ORDER TO RENT THE ROOM, YOU MUST BE A RIVERTON RESIDENT, 21 YEARS OLD OR OLDER, AND BE PRESENT AT THE EVENT****

RENTAL AGREEMENT FOR USE OF COMMUNITY ROOM

1. The person renting the room must be at least 21 years old. The renter must be physically present during the reservation time period in this agreement.
2. Occupancy of the room is limited to 85 persons. Parking off the street is limited to 30 cars. No parking is allowed on the lawn!!!
3. Room use is scheduled in order of request. Reservations can be made up to one year in advance with your applicable cleaning deposit. This fee will be refunded if the room is used, the rental fee is paid, the key is returned and the facilities have been left as found.
4. Room renters are responsible for the conduct of their guests, including any damages they may cause to the facility.
5. Room renters are responsible for cleaning the room immediately after the event. See attached check-list.
6. The renter will be held financially responsible for any damage or extraordinary condition of the Community Center or surrounding grounds, beyond normal wear and tear. Accidental damage must be reported to the manager the next working day, unless it constitutes an emergency situation.
7. Fees charged for the use of the room must be paid in cash or money order at the time that the key is picked up. This should be at least 4 days prior to the rental date.
8. The room may not be used for a profit-making event.
9. Please do not cook any foods that will leave a lingering smell in the room.

FEE SCHEDULE

Four hour party/meeting time plus 2 hours free for set up and clean up is \$75.00 for a resident, \$100.00 for resident business use and \$150.00 for a non-resident. Each additional hour needed is \$10.00.

Signature of renter

PLEASE TAKE NOTICE: The Town of Henrietta has, and enforces, a NOISE ORDINANCE that takes effect at 10:00 p.m. We ask that you comply and LOWER the volume at that time. Your cooperation is expected and appreciated.

PLEASE DO NOT ATTACH ANYTHING TO OUR SIGN IN THE FRONT!!!

PLEASE DO NOT MAKE HOLES IN THE WALL WITH TACKS, ETC.

ROOM USE CHECK LIST

NAME: _____ DATE: _____

- _____ 1. Application and deposit turned in.
- _____ 2. Four days prior to rental date, remainder of rent paid and key picked up.

UPON ARRIVAL

- _____ 3. Upon entering the building, place key in the alarm box and turn red light off.
Wait 15 seconds before entering main room.
We work hard to make sure that the room is in good condition. If you should see any problems or damage, please list on back.

WHEN DEPARTING

- _____ 4. Both bathrooms are left in same condition I found them in.
- _____ 5. All tables and chairs are put back.
- _____ 6. Kitchen is clean.
- _____ 7. Stove is off.
- _____ 8. Refrigerator is cleaned out.
- _____ 9. Room is vacuumed.
- _____ 10. Heat or AC turned off – kitchen/bathrooms to be left on low in below freezing weather.
- _____ 11. All lights and fans are off, except the bathroom constant lights.
- _____ 12. All windows are locked.
- _____ 13. Patio door is locked (check this, please).
- _____ 14. Garbage is removed to dumpster.
- _____ 15. Community room door is shut.
- _____ 16. Alarm is reset.
- _____ 17. Door on parking lot side is locked from the outside (check this, please).

**** RETURN THIS COMPLETED CHECK LIST, WITH THE KEY, TO THE OFFICE THROUGH THE MAIL SLOT IN THE DOOR. IF THE KEY IS NOT RETURNED AFTER THE PARTY, YOUR CLEANING DEPOSIT WILL BE HELD UNTIL IT IS RETURNED.**