

Town of Almond  
1 Marvin Lane  
Almond, NY 14804  
PH: 607.276.6665 FAX: 607.276.6630

## FACILITY RENTAL AGREEMENT

Date/Time Requested: \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_

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

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

TYPE OF FUNCTION: \_\_\_\_\_ # OF PEOPLE \_\_\_\_\_

COMMUNITY GROUP	<input type="checkbox"/>	no fee	<input type="text"/>
HALL RENTAL	<input type="checkbox"/>	\$100.00	<input type="text"/>
CONFERENCE ROOM	<input type="checkbox"/>	\$50.00	<input type="text"/>
DEPOSIT		\$50.00	<input type="text"/>
<b>TOTAL</b>			<input type="text"/>

I, the responsible person named above, agree to the conditions set forth in the Policy for use of the Municipal Building. To the fullest extent allowed by law, I/my organization agrees to hold the Town of Almond and Village of Almond (including public officials and employees) harmless and indemnify them for any bodily injury of property damage arising out of the use of the Town Hall and adjoining property.

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

Comments/Notes: (for office use only)

4 digit code for front door

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## POLICY FOR USE OF THE MUNICIPAL BUILDING

*The policies for the use of the municipal buildings rooms are not intended to prohibit building use but rather to ensure the safety of those using the facilities as well as to protect the municipalities in the areas of liability, to prevent unauthorized usage and to assure that the facilities remains in good condition.*

Please fill out the Rental Agreement to request a date to be reserved for the use of the hall or conference room located in the Almond Municipal Building.

### General Information:

- The Town of Almond is not responsible for any personal belongings and equipment left, lost or stolen.
- Smoking or use of any tobacco products is not allowed in the municipal building. Designated smoking areas are to be left clean.
- Vehicle parking must NOT obstruct the Fire Department area.

### Alcoholic Beverages:

- No alcoholic beverages may be sold.
- Person signing the agreement is responsible for prohibiting consumption by a minor.
- Supervision of the distribution shall be made to avoid anyone becoming excessively intoxicated.

### Kitchen use:

- Stove, refrigerator, counters and floors are to be cleaned after use.
- All leftover food and beverages must be removed at the end of the function.
- Trash must be bagged and removed.

### Decorations:

- **No nails or tape may be used on walls or ceiling to hang or support decorations and signs.**
- Decorations must be free standing or self-sufficient.
- Decorations and left over debris is to be cleaned up and disposed of regardless of weather conditions.

### Deposit will be returned if:

- building is satisfactorily inspected for cleanliness, damages and thermostat settings (tampering will be considered damage).
- damages to the premises is not more than the deposit (person requesting the rental will be billed).
- room is left in the condition it was found (table & chairs restacked).
- building key is returned.

### Community Groups

- This category might include such groups as Red Cross, Community Chest, Non-Partisan Caucuses, board meetings in connection with operation of local governments, Girl/Boy Scouts, etc.
- There will be no charge for approved groups or funerals for the rental of either the hall or the conference room.
- A deposit will be charged and the stipulations for return of the deposit will be the same.

Arrangements can be made through the Village Treasurer or Town Clerk during business hours.