

TOWN OF BALLSTON
WILLIAM SEWELL COMMUNITY ROOM USE POLICY



It is the policy of the Town of Ballston to make its William Sewell Community Room available to Town residents, Town based not-for profit groups, Town based community groups, and Town businesses. Use is limited to meetings, social activities, and educational activities. The Town reserves the right to refuse any event which does not comply with these rules and which it deems inappropriate.

Policy: The Town considers facility use requests without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected status. However, facility use is limited to Town residents, Town based non-for-profit groups, Town based community groups, and Town businesses for social activities, non-profit and educational activities and other uses that are in accordance with residential zoning uses.

RESERVATIONS ARE REQUIRED FOR USE OF THE WILLIAM SEWELL COMMUNITY ROOM. To reserve the Community Room contact the Town Clerk's Office at 518 885-8502 Ext.#10. If the facility is available, the applicant will complete, sign and return the Community Room Request Form along with full payment and certificate of insurance, or Hold Harmless Agreement, at least one week prior to the scheduled date of use. Rental of facility is at your own risk.

Organizations will be required to furnish a certificate of insurance for not less than one million dollars, or sign a Hold Harmless Agreement. Additional charges may be imposed for extra cleaning, security, or other special preparations.

The Town reserves the right to refuse any event, which does not comply with the rules, which is not in accordance with residential zoning uses, and which it deems inappropriate.

All fees are non-refundable.

Note: Town programs have priority.

Fee Schedule:

1. Community groups – Meetings – No charge (each group limited to 2 meetings a week) ex: scout groups, civic and park district groups for meetings
2. Non-Profit Organizations
3. Resident/Special activity – Check Fee Schedule,
4. Business Organizations – Check Fee Schedule

<u># People attending</u>	<u>Fee</u>
1 - 50	\$50
51 - 100	\$100
101 - 150	\$150
151 – 200	\$200
201 – 250	\$250
251 – 300	\$300
301 – 350	\$350
351 – 400	\$400

The Community Room has a seating capacity for 400 people, when the room is set up as an auditorium. The Community Room has a seating capacity of 190, when it is set up for a banquet.

Rules and Regulations:

1. Hours of use are restricted to 8:00 a.m. – 11:00 p.m. Changes to these hours can be made with Town Board approval.
2. Smoking in any part of the building is not permitted.
3. No alcoholic beverages are permitted without certificate of insurance naming the Town of Ballston as an additional insured.
4. Alterations to the facility property or equipment are not allowed.
5. Facility must be left in same condition as it is found, including cleaning and setting the room back up.
6. Key should be picked up at the Town Hall the day before or day of event and returned the day after.
7. The Town has a carry-in carry-out policy on trash.
8. The permit holder is responsible for set up, take down and cleaning the room.
9. Any cleaning performed by Town staff as a result of your event will be assessed a fee of \$50 per hour, and will be assessed in full-hour increments. The permit holder is responsible to bring his own cleaning equipment and supplies.
10. Full payment of fees and the completed Facility Use Form must be received at least one week prior to the scheduled date of use.
11. Facility use fees are non-refundable.
12. There is a \$20 service charge for all returned checks.

