

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 and non-residents sponsored by a Town resident. 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, non-residents sponsored by a Town resident, 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:

- 1) Complete, sign and return the Community Room Request Form to the Town Clerk.
- 2) Provide the Town Clerk a Certificate of Insurance naming the Town of Ballston as an additional insured, in the amount of \$1,000,000, as soon as possible with a minimum time of 2 weeks before the event.
- 3) Provide the Town Clerk the room rental fee and \$50 cleaning deposit the week of the event.

Additional charges may be imposed for extra cleaning, security or other special preparations. Rental of facility is at your own risk.

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. Non-Resident/Special activity – Check Fee Schedule
5. Business Organizations – Check Fee Schedule

<u># People attending</u>	<u>Fee-Residents:</u>	<u>Fee-Non-Residents:</u>
1 - 50	\$50	\$75
51 - 100	\$100	\$150
101 - 150	\$150	\$225
151 – 200	\$200	\$300
201 – 250	\$250	\$375
251 – 300	\$300	\$450
301 – 350	\$350	\$525
351 – 400	\$400	\$600

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 a temporary beer or wine permit from the NYS Liquor Authority. Application available on the Town Website, www.townofballstonny.org.
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. The cleaning deposit will not be returned if these conditions are not met.
6. Renters should make arrangements with the Town Clerk to get the Community Room key and should return the key the day after the event.
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. The community room cleaning checklist must be thoroughly reviewed and signed before and after each event verifying that the room was left in same original condition.
10. Any additional cleaning necessary 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 their own cleaning equipment and supplies.
11. All required fees and the completed Facility Use Form must be received at least one week prior to the scheduled date of use.
12. Fee of \$50.00 used as a cleaning deposit will only be refunded in full if facility is left in original condition.
13. There is a \$25 service charge for all returned checks.

**TOWN OF BALLSTON
WILLIAM SEWELL COMMUNITY ROOM REQUEST**



Today's Date _____

Name of Organization _____

Contact Person _____

Address _____

Phone Number _____

Alcohol Use Requested Yes _____ No _____

Proof of Insurance Coverage Yes _____ No _____

Does Your Organization Carry Liability Insurance Yes _____ No _____

Number of People Attending _____

Date(s) Requested _____

Time Requested _____

Signature _____

Please Note: William Sewell Community Room Fee, if applicable, is due at least 1 week prior to the event. Carry-in, Carry-out Policy is in effect for all events.

Please sign and return this form to the: Town of Ballston Town Clerk
P.O. Box 67
Burnt Hills, N.Y. 12027

NOTICE

**PRIOR TO USING
THE STOVE TOP,
GRILL OR OVEN
YOU MUST
START EXHAUST
FAN.**

**THANK YOU,
SUPERVISOR**

Community Room Cleanliness Checklist

Inspection Before Event

Inspection After Event

Community Room

Tables cleaned and set up to original condition	_____	_____
Chairs cleaned and set up to original condition	_____	_____
Garbage Cans placed in same location	_____	_____
Garbage removed (carry in / carry out)	_____	_____
Floors Cleaned	_____	_____
Lights Off	_____	_____

Kitchen (If used)

Stove clean	_____	_____
Garbage removed	_____	_____
Refrigerator items used removed	_____	_____
Floors Cleaned	_____	_____
All counters cleaned	_____	_____
All dishes washed	_____	_____
Dishes put away	_____	_____
Utensils clean and put away	_____	_____
Lights Off	_____	_____

Restroom(s)

Ensure no paper products on floor	_____	_____
Sinks Clean	_____	_____
Inspect entire area for cleanliness	_____	_____

_____ certify that all above identified items have been
Print Name

accomplished. My signature certifies that the facility was left in original condition which will result in full refund of security deposit.

