

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, Town businesses and non-residents sponsored by a Town resident. Town residents will receive priority when reserving the room. 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. The Town considers room 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.

RESERVATIONS ARE REQUIRED FOR USE OF THE WILLIAM SEWELL COMMUNITY ROOM. To reserve the Community Room, contact the Town Clerk's Office at 518-490-2800 ext. 2502.

If the facility is available, it is the responsibility of the Renter to:

1. Complete, sign and return the Facility Use Application with a \$15 administrative fee to the Town Clerk as soon as possible to reserve your date.
2. Provide the Town Clerk a certificate of liability insurance naming the Town of Ballston as an additional insured, in the amount of \$1,000,000 at least 2 weeks prior to your event. The insurance must be in the renter's/organization's name. ***You cannot rent the room without this insurance.***
3. Provide the Town Clerk the rental fee, and \$250 refundable\* deposit. 501c3 Not for Profits will not be charged a rental fee.
4. Pick up a key the week of your event, if applicable. Town Clerk office hours are Monday - Friday 8:30 am - 4:30 pm.

The Community Room has a seating capacity for 125 people, any emergency orders, regulations, and guidelines set forth by the Town, County or State must be adhered to by all in attendance. If violations are found, the Town reserves the right to refuse any future requests for use.

The renter agrees to assume all liability for any damage done within Town Hall or the Community Room as a result of the renting.

The name of the insured and the renter must be the same when renting the Community Room. The insurance certificate must cover the premises known as Town Hall and name the Town of Ballston as an additional insured.

The renter, on behalf of themselves and their guests and invitees, assumes any risk involved in the use of these facilities.

Additional charges may be imposed for extra cleaning, security, or extra 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.

The checklist must be completed and returned to the Town Clerk's office for full return of deposit. The checklist must be thoroughly reviewed and signed after the event verifying that the area was left in the same original condition. Any additional cleaning necessary will be assessed a fee of \$150 per hour and will be assessed in full-hour increments. The renter is responsible to bring their own cleaning equipment and supplies.

\* Deposit fee of \$250.00 will be refunded if the facilities and grounds are left in original condition and all the terms and conditions are complied with. There is a \$20 service charge for all returned checks.

By signing this agreement, the renter, for themselves and all their guests and invitees, agrees to comply with the rules and regulations stated in the Community Room Use Policy (page 4). The renter will be the primary responsible party and will be responsible for all damages and penalties associated with violations of rules and regulations. The renter, for themselves and on behalf of its guests and invitees, also agrees to indemnify and hold the Town of Ballston harmless from any liability including all claims, damages, losses, and expenses arising out of or resulting from the use of the Town Hall, Community Room and its parking lots, including reasonable attorney's fees and any costs and disbursements.

Print Name of Renter:

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Signature of Renter:

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

**For individuals renting on behalf of an organization please read and fill out below:**

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to be responsible to the Town of Ballston for the use and care of the facilities. He/she, on behalf of \_\_\_\_\_(Name of Organization) does hereby covenant and agree to defend, indemnify and hold harmless the Town of Ballston from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of Ballston's property, facilities and/or services by \_\_\_\_\_(Name of Organization).

Address and phone number of Organization:

\_\_\_\_\_

Signature of Organization's Representative:

\_\_\_\_\_

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

## RULES AND REGULATIONS

1. Hours of use are restricted to 8 a.m. to 11 p.m. Changes to these hours may be made only 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. An application for the permit can be filled out online by going to <https://sla.ny.gov/permits-available-online>.
4. Alterations to the facility property or equipment are not allowed.
5. The facility must be left in the same condition as it is found, including cleaning up and putting the chairs and tables back in the closet as shown on the closet door. 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 building key prior to the event and should return the key with the cleaning checklist to the Clerk's window at the end of the event.
7. No person shall solicit contributions, nor offer to sell or exchange any article or thing, nor buy any article or thing, for any purpose whatsoever, within the facilities, except by permission of the Town of Ballston.
8. The Town has a carry-in-carry-out policy on trash.
9. The permit holder is responsible for set up, take down and cleaning the room.
10. Bounce houses and other inflatables are not allowed.
11. Any emergency orders and regulations set forth by the Town or the County or the State must be adhered to.

I have received a copy of these rules and have read and agreed to abide by the above rules and regulations.

\_\_\_\_\_ (Renter's initials)