



Stillwater Area Community Services Center Inc.

Where Neighbors Come Together...

Box 536 19 Palmer Street  
Stillwater NY, 12170  
Phone 518-664-2515  
Fax 518-664-3590  
[www.sacc.online](http://www.sacc.online)

## FACILITY REQUEST FORM

Name of Group/Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Mailing Address (if different from above): \_\_\_\_\_

Program Name / Type: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

We request the use of the:

Gymnasium (NEW/OLD)  Classroom #10 (SACCP)  Kitchen

Community Room #13  Board Room #2  Art Classroom #25  Movement Room #29

Is your program open to the public?  Yes  No

Does your program require advanced registration?  Yes  No

Are there fees associated with your program?  Yes  No

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Signature of Responsible Party

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Date

**A \$25.00 rental deposit is due upon submission of FACILITY REQUEST FORM, FACILITY RENTAL AGREEMENT and FACILITY RENTAL CONTRACT.**

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The following rules and regulations have been established to ensure a safe and enjoyable atmosphere here at the Center. Unacceptable behavior or disruptive conduct will result in restriction from the use of the Center. Unacceptable behavior shall consist of, but shall not be limited to the following:

1. Fighting or dangerous horseplay.
2. Destruction of Center property.
3. Threatening bodily harm to another member of the Center or staff.
4. Attempts to disrupt any program or activity at the Center.
5. Having in his or her possession any weapon.
6. Sell, offer to sell, or purchase, on the Center property, any drug prohibited by law.
7. Theft of Center property or theft from any other person attending the Center.
8. Violation of common decency or morality.
9. Use of abusive or threatening language.
10. The use of alcohol beverages and other drugs.
11. Smoking is prohibited inside the building, as well as within 50 feet of building entrances.

## FACILITY RENTAL AGREEMENT

WHEREAS, \_\_\_\_\_ (User) wishes to use the facilities of the Stillwater Area Community Center, specifically the rooms designated above, as well as for the sole purposes stated above; and WHEREAS, the Stillwater Area Community Center agrees to allow such use.

NOW, THEREFORE, in consideration of the rental fee paid by the User and other good and valuable consideration, the parties hereto agree as follows:

1. The User must provide written proof of liability insurance of limits not less than One Million (\$1,000,000.00) Dollars per occurrence written by a company licensed to do business in New York State, and acceptable to the Stillwater Area Community Center.
2. As consideration for participation in facility use sponsored by the Stillwater Area Community Center and/or using equipment of said association, each participant agrees to assume all liability for injury and/or damage resulting from such participation. Participants further agree to hold the Stillwater Area Community Center and the Town of Stillwater free and harmless of any act of omission or commission or negligence on the part of said association or their officers, agents, or volunteers.

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## **Restrictions:**

- A person shall be restricted from the use of the Center for infraction of the rules. A person cannot take part in any Center Activities (regular hours, dances, fundraisers, etc.)
- A restricted person must leave the building and surrounding areas and cannot return until the end of their restriction period.
- If at any time a person ignores the restriction and attempts to come into the Center and the surrounding area the authorities will be contacted.

\_\_\_\_\_ has been restricted from the Center until \_\_\_\_\_ for the following reasons: \_\_\_\_\_

Date \_\_\_\_\_

Staff \_\_\_\_\_

## **FACILITY RENTAL GUIDELINES**

1. All surface areas in rental rooms must be clean of debris and wiped down if applicable.
2. All floors in rental rooms must be swept clean of debris and washed if applicable. This includes hallways if two or more rooms are being rented at one time.
3. Garbage must be removed from all rental rooms and placed in the outdoor garbage receptacle.
4. If kitchen facility is used with room rental, all dishes must be washed and put away, countertops clean of debris and wiped down, floors swept and washed, oven clean of any mess and garbage removed to outdoor receptacle.

As the **responsible individual** for the rental party as outlined in the FACILITY REQUEST FORM and THE FACILITY RENTAL AGREEMENT, I have read and understand the following conditions of rental for the Stillwater Area Community Center facility and/or grounds.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **FOR OFFICE USE ONLY**

Date Request Submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Certificate of Insurance Received \_\_\_\_\_

Deposit Received: \_\_\_\_\_ Cash

Check # \_\_\_\_\_ Credit Card

Date Deposit Returned: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Package	What You Get	Requirement	Price
<b>Birthday Package</b>	<ul style="list-style-type: none"> <li>Open Room of Choice</li> <li>Access to Sports Equipment (Balls, Blue Mats, etc.)</li> <li>Access to Kitchen (Additional Fee) \$35</li> <li>Swipe Card Access if needed (Additional Fee) \$30</li> <li>Staff may be provided for chaperones if needed (Possible additional fee depending on how many staff members needed)</li> <li>Tables (\$10 per table)</li> <li>Chairs (\$25 flat fee)</li> </ul>	<ul style="list-style-type: none"> <li>No Alcohol on the premises</li> <li>Must throw all garbage in appropriate receptacles</li> <li>Must leave on time</li> <li>All leftover food must be thrown out or taken after the party</li> </ul>	<p><b>\$45 per hour for residents</b></p> <p><b>\$55 per hour for non-residents</b></p> <p><b>\$35 for Kitchen Use</b></p> <p><b># of Tables</b> _____</p> <p><b>Use of Chairs Y or N</b></p>
<b>Gym Rental/Sports Practice Package</b>	<ul style="list-style-type: none"> <li>Gym</li> <li>Batting Cage (Additional deposit required:\$25)</li> <li>Swipe Card Access if needed (Additional Fee) \$30</li> </ul>	<ul style="list-style-type: none"> <li>Must bring in own sports equipment</li> <li>Must not leave sports equipment behind</li> <li>No Alcohol on the premises</li> <li>Must throw all garbage in appropriate receptacles</li> <li>Must leave on time</li> </ul>	<p><b>\$45 per hour for residents</b></p> <p><b>\$55 per hour for non-residents</b></p> <p><b>\$25 for Batting Cage Deposit</b></p>
<b>Community Rental Package</b>	<ul style="list-style-type: none"> <li>Community Room</li> <li>Board Room</li> <li>Art Classroom</li> <li>Movement Room</li> <li>Swipe Card Access if needed (Additional Fee) \$30</li> </ul>	<ul style="list-style-type: none"> <li>No Alcohol on the premises</li> <li>Must throw all garbage in appropriate receptacles</li> <li>Must leave on time</li> </ul>	<p><b>\$30 per hour for residents</b></p> <p><b>\$40 per hour for non-residents</b></p>
<b>Not-For-Profit Package</b>	Possible Use of <ul style="list-style-type: none"> <li>Community Room</li> <li>Board Room</li> <li>Art Classroom</li> <li>Movement Room</li> <li>Gym</li> </ul> Swipe Card Access if needed (Additional Fee) \$30	<ul style="list-style-type: none"> <li>No Alcohol on the premises</li> <li>Must throw all garbage in appropriate receptacles</li> <li>Must leave on time</li> <li>All leftover food must be thrown out or taken after the party</li> </ul>	<b>Can ONLY be negotiated with the Center Administrator.</b>

## **PLEASE READ: Obligations of All Renters BEFORE Renting**

- Rentals may occur between 9am-9pm on Saturdays, 9am-6pm on Sundays, and 5:30pm-9pm on Mondays-Fridays.
- MUST have a Certificate of Liability Insurance
- To reserve the space: MUST hand in Request Form, Certificate of Liability, AND HALF-PAYMENT on a business day a WEEK BEFORE the event(s) begin. FULL PAYMENT is due 1 business day before the event.
- MUST give beginning and end date of event(s). Events can be extended but an approximate end date must be given so SACSC may know when they can schedule other events during the time slots.
- If renting Sports Practice Package, Person responsible must let SACSC know if space will not be used on any given day that was previously scheduled.

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