

SPRINGFIELD COMMUNITY CENTER RENTAL AND COMMUNITY USE POLICY, 2024

The Springfield Community Center, located at 129A County Rd 29A in Springfield Center, NY, now offers its outdoor pavilion as well as indoor gymnasium and classroom to the public for various uses. Residents of the Town of Springfield may arrange to use the Community Center pavilion and/or indoor facilities at no cost for scheduled community meetings, physical recreation, arts & crafts, literary or educational groups, etc., provided that no fee will be charged to participants.

To inquire about reserving space for any community-based activity, please contact Regina Oakes by email at: regoak@hotmail.com. Requests may also be presented in person at regular Town Board meetings which take place at the Community Center on the second Monday of each month at 7pm.

Private rentals of the gymnasium, classrooms, or outdoor pavilion will require a completed rental application form (attached), rental fee, and cleaning deposit. Parties, reunions, receptions, luncheons, etc., are considered private events, as are public events charging admission or fees, or public events presented by organizations based outside of the Town of Springfield. Please note that alcohol is never permitted anywhere on the premises.

COMMUNITY CENTER RENTAL PROCEDURE:

1. Complete and submit the rental application up to 1 year, and no less than 2 weeks, in advance of event(s).
2. Upon acceptance and confirmation of availability, your rental fee(s) and cleaning deposit(s) will be due.
3. Please submit separate checks for rental fees and cleaning deposit, written out to the Town of Springfield. Your cleaning deposit check will be held until after your event(s), at which time a determination will be made whether to return the deposit.

CANCELLATIONS Must be made in writing at least 2 weeks prior to the event in order to receive a refund.

RULES & RESPONSIBILITIES: (These rules apply to free community use as well as paid rentals)

- It is the renter's responsibility to arrange entry into the facilities.
- Rentals are subject to availability and will be granted to the first party to confirm reservation.
- Children must remain under adult supervision at all times.
- All items brought into the building or grounds must be removed at the conclusion of the event.
- Renters are responsible for all garbage removal (dumpsters behind the building may be used by request).
- All rented spaces must be thoroughly cleaned and left as found.
- Tables and chairs may be used on request. It is the renter's responsibility to set them out, clean thoroughly after use, and return them to storage.
- As government property the premises are designated as alcohol, smoke, and drug free.
- No nails, tacks, adhesives, glues, fasteners, hooks, or tape may be used on walls, floors, or structures. Damage to the building or property will result in additional charges.
- Bounce houses and other equipment may require additional liability insurance to be provided by the renter.
- Religious groups are welcome to use the facilities, however religious instruction is not permitted on the premises.

RENTAL FEES: The fees listed below are for single events up to 4 hours in duration, including set up and clean-up.

Please note that additional fees may apply for events that exceed this time frame or require additional space or materials (such as baseball field, tents, etc.), or if the event will be attended by more than 50 people.

– **OUTDOOR PAVILION: \$50.00**

– **GYMNASIUM: \$50.00**

– **CLASSROOM: \$50.00**

Please complete the attached application form and deliver to:

Attn: Regina Oakes

Springfield Community Center

PO Box 176

Springfield Center, NY 13468

SPRINGFIELD COMMUNITY CENTER RENTAL APPLICATION

Date: _____

Name of Party/Organization: _____

Address: _____

Phone: _____

Date(s) Requested: _____

Time(s) Requested: _____

Venue(s) Requested:

_____ Outdoor Pavilion (\$50)

_____ Gymnasium (\$50)

_____ Classroom (\$50)

(These rental fees apply to events up to 4 hours in duration, including set up and clean up)

Type of Activity: _____

Approximate Number of Attendees: _____

Will you require the use of:

_____ Chairs (Y/N) If so, approx. how many: _____

_____ 6' Tables (Y/N). If so, approx. how many: _____

If additional time, space, or materials will be needed please specify:

The undersigned hereby submits this rental request to the Town of Springfield and certifies that the information in the application is correct. The undersigned agrees to exercise all due care and responsibility in the use of community property, abide by the rules and restrictions stated, and agrees to hold the Town of Springfield harmless for all liability, accident, injury, or loss of property resulting from use of these facilities.

APPLICANT SIGNATURE: _____

Rental Fee(s): _____

Cleaning Deposit*: _____

Rental fees and cleaning deposit will be due upon approval of this application. Please write check(s) out to "Town of Springfield."

*An additional check may be required as cleaning deposit, amount dependent upon the type and size of event.

The venue rental will not be considered confirmed until rental fee and cleaning deposit are received.

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For use by the Town of Springfield - Completion indicates confirmation of rental agreement:

RENTAL PAID (Amount): \_\_\_\_\_ CLEANING DEPOSIT PAID (Amount): \_\_\_\_\_

DATE OF PAYMENT: \_\_\_\_\_ SIGNED: \_\_\_\_\_