

TOWN OF GLENVILLE

Glenville Senior Center

32 Worden Road
Glenville, NY 12302

Christopher Koetzle
Town Supervisor

James MacFarland
Director of Human Services
(Senior Citizens, Parks, Youth)

Vicki Hillis
Senior Center Coordinator

Council Members

Alan Boulant
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Tel. (518) 374-0734
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www.townofglenville.org

Thank you for your interest in renting space in the Town of Glenville Senior Center. Please be sure to do the following:

1. Read the **POLICY ON FACILITY USAGE**. Please keep this for your information.
2. Please contact the Glenville Senior Center to check availability of desired date prior to completing paperwork.
3. Complete and return the **USE OF FACILITY APPLICATION** as soon as possible to reserve your rental space. An "approved by" copy of the *Use of Facility Application* is proof that reservations and arrangements have been confirmed. This will be mailed to you.

One Month prior to rental date we must have:

Deposit check

Rental Fee Check

Certificate of Insurance naming both the Town of Glenville and the Scotia Glenville Senior Citizens, Inc. as additional insured.

All checks payable to: Town of Glenville

One week prior to rental date, make arrangements to stop by the Senior Center to pick up a key and review our closing procedures for the building. You may call us at **374-0734**.

POLICY ON FACILITY USAGE

Town of Glenville
Glenville Senior Center
32 Worden Road
Glenville, New York 12302

I. USE OF FACILITY

1. The Town of Glenville will permit the use of the facility when the facility is not being used for senior activities or other business.
2. We reserve the right to refuse any event that we deem to be an inappropriate use of the facility.
3. The Director of Human Services, in consultation with the Glenville Town Board, shall have the final authority to determine when the facility can be used.

II. INSURANCE – PUBLIC LIABILITY and PROPERTY DAMAGE

The organization using the facility is required to furnish public liability and property damage insurance in the amounts set forth below. Evidence of such coverage shall be submitted at the time of reservation.

This evidence of coverage shall be in the form of a “Certificate of Insurance” naming the Scotia-Glenville Senior Citizens, Inc. and the Town of Glenville as additional insured and shall be in the following amount:

Public Liability - Minimum of \$1,000,000
Property Damage - \$50,000

III. REGULATIONS

An organization requesting use of the Glenville Senior Center must observe the following conditions and regulations:

1. The organization shall designate an individual from the group to be responsible for the conduct of the group, for protection and proper use of the facility and for any payments required.
2. The use of facility is permitted only upon completion of the approved “Use of Facility Application”.
3. The reserved space shall be left in the same condition in which it is found.
4. All refuse will be removed from the building and left for collection in the building dumpster. If quantity of refuse results in additional dumpster emptying, you will be charged the cost of the additional service.
5. Smoking is not permitted in any part of the building.

6. No alcoholic beverages may be consumed in any part of the building.
7. No alterations are to be made to Glenville Senior Citizens' or town property or equipment.
8. Violation of the above regulations may result in the denial of future requests for use of the facility.
9. It is understood that the individual responsible for the group using the facility will ensure that the posted building/room occupancy is not exceeded.
10. The individual responsible for the key must make arrangements to pick it up from the center.

IV. EQUIPMENT

1. Prior approval is required for the use of any equipment (kitchen or other).
2. Permission to use equipment will only be granted after instruction in use of said equipment.
3. The organization is responsible for any damages to the equipment in the facility.
4. The organization shall assume responsibility for any repairs or necessary replacement of equipment used.

V. FEES – All checks payable to The Town of Glenville

1. **Security Deposit.** All groups using the facility must provide a refundable security deposit (checks only) in accordance with the following schedule:

Security Deposit Held:

0-50 persons	\$100 (with a certificate of Insurance)
0-50 persons	\$500 (without a certificate of Insurance)*
50 or more	\$250 (must provide certificate of Insurance)

The security deposit will be applied to any damages, failure to return key on time, or cleaning required. A \$200.00 fee will be charged against the deposit fee if the key is lost. This covers replacement and change of lock and keys. Appeals must be submitted in writing and received by the Director of Human Services, within 7 days of the use of the facility.

2. **Fee schedule:** The “Fee Schedule” indicates where a service fee and/or rental fee shall be charged. An additional charge for extra services shall be made when staff or extra custodial help are required.

Security deposit, rental and service fees shall be paid in full one month prior to the rental date.

The Director of Human Services, or the designee of the Town Board shall have the right to negotiate a contract for use of the facility in lieu of the fee schedule or other stated requirements.

- * Small groups who are not able to provide a Certificate of Insurance will pay \$500 Deposit. Groups larger than 50 MUST provide a Certificate of Insurance.

Fee Schedule

Town of Glenville
Glenville Senior Center
32 Worden Road
Glenville, New York 12302

- **ALL FEES ARE NON-REFUNDABLE**
- **RENTAL FEES DO NOT INCLUDE SETUP/TEARDOWN**
- **ALL FEES PAYABLE TO THE TOWN OF GLENVILLE**
- **CUSTODIAL FEES: \$20 PER HOUR**

NON-PROFIT ORGANIZATIONS

1-3 hours - Rental Fee (all rooms) \$50 Plus 2 Hr. custodial fee
4+hours - all day Rental Fee \$100 Plus 3 Hr. custodial fee

FOR-PROFIT ORGANIZATIONS

1-3 hours - Rental Fee (all rooms) \$100 Plus 2 Hr. custodial fee
4+ hours - all day Rental Fee \$200 Plus 3 Hr. custodial fee.

- **ADDITIONAL STAFF/CUSTODIAL FEES \$20 per hr.**
- **FAILURE TO RETURN KEY WITHIN 5 WORKING DAYS \$15**

SPECIAL RATES FOR WEEKLY RENTALS

Non-Profit Only: Any group/organization who commits to one or more evening meetings weekly, will only pay \$30 per meeting.

ABUSE OF THE FACILITY

In the event of misconduct or the misuse of the facility by the user group, the Director of Human Services of the Town of Glenville may take action as considered appropriate and require the organization to reimburse the Town of Glenville and the Scotia-Glenville Senior Citizens, Inc. for damages suffered or extra expenses incurred.

USE OF FACILITY APPLICATION

Town of Glenville
Glenville Senior Center
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Applicants should obtain a copy of the “Policy on Facility Usage” to become familiar with requirements and fees associated with the use of the facility.

ALL ORGANIZATIONS MUST:

1. Complete this form and submit it to the Glenville Senior Center Coordinator or the Director of Human Services at least one month prior to the rental date.
2. Provide evidence of a Certificate of Insurance naming Scotia-Glenville Senior Citizens, Inc. and the Town of Glenville as additional insured.
3. Pay all applicable fees at least one month prior to the rental date.

(Make checks payable to Town of Glenville)

Name of Organization _____

Address _____

Name of Person Responsible for Meeting _____

Phone Number _____

Meeting Date(s) and time _____

Approx. # Participants _____

Purpose of Meeting _____

Will a charge be made for admission, a donation or contribution solicited? _____

I agree, on behalf of the above indicated organization, that all members and guests will observe all regulations, and that we, individually and as an organization, will assume all financial responsibility for any damage done to the Town of Glenville or the Scotia-Glenville Senior Citizens' property during the above indicated period of use and provide appropriate property damage insurance as prescribed. I agree to comply fully with the provisions of the Town of Glenville on facility usage.

SIGNED _____ DATE _____

APPLICANT

For office use only

Approved by _____ Date _____

Rental Fee _____ Deposit Fee _____

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RENTAL CHECKLIST – For office use only

		<u>RECEIVED</u>
RENTAL FEE	\$ _____	_____
DEPOSIT FEE	\$ _____	_____
ADD'L SET UP/TEAR DOWN CHARGES	\$ _____	_____
ADD'L CUSTODIAL SERVICE CHARGE	\$ _____	_____
TOTAL	\$ _____	

CERTIFICATE OF INSURANCE ON FILE _____ DATE: _____

ADDITIONAL INFORMATION:

CLOSING PROCEDURES

Town of Glenville
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IF YOU USE THE FACILITIES OF THE GLENVILLE SENIOR CENTER CAREFULLY GO THROUGH THIS CHECKLIST TO SEE THAT ALL IS COMPLETED. FAILURE TO DO SO MAY RESULT IN ADDITIONAL CUSTODIAL FEES CHARGED AGAINST YOUR DEPOSIT CHECK.

PLEASE:

- Clean up all spills, (especially coffee), sweep up any debris.
- Wipe down kitchen counters, sweep kitchen floor if needed. Brooms, mops are located in the custodian closet in the hallway.
- To mop spills in dining area floor use only cold water. Hot water may be used for cleaning spills in kitchen and bathroom floors. Do not use any cleansers for any floors. Do not use dust mop for wet spills.
- Leave the piano where it is. Do not place food or beverage on the piano.
- Do not use kitchen supplies such as food, sugar, napkins, disposable cups. This is the property of the Senior Center.
- Clean food spills on the stove. Leave it as clean as you found it.
- Do not turn the back burners on High with pots touching the back plate – this causes the back of the stove to burn.
- Do not leave teakettles on the burners.
- Replenish steam tables with water if used.
- Do not cut directly on steel tables – use cutting boards

WHEN YOU GO:

- Check that the bathrooms are left clean and orderly. Please flush all water closets & urinals in restrooms before leaving.
- Check that the bathroom lights are out when you leave.
- Leave the room set-up as you found it.
- Return all tables and chairs to original locations, unless otherwise instructed.
- Remove any garbage that you create from the buildings and place in dumpster located at rear of building.
- Check to turn of coffee pots, oven, stove. Note: Pilot lights on stove remain lit even when turned off.
- Check that side EXIT doors in the Main Room are closed and locked.
- Turn off kitchen exhaust fan if you have been using it.
- Turn off all lights - except the light in the foyer between the two front doors.
- Lock the two front doors and the back door when you leave (see special instructions posted by the doors).
- Before you exit - leave the key on the receptionists' desk if you were instructed to do so.
- Please do not leave refundable bottles at the center – take them with you.

THANK YOU

We hope you enjoy using the Center as much as we do.