



Fees and Facilities

Facility	Resident/Non-Resident
Community Room:	\$300.00 \$450.00
LARGE Building	\$250.00 \$400.00
SMALL Building	\$200.00 \$325.00
Pool Pavilion	\$125.00 \$225.00
Rotary Pavilion	\$175.00 \$300.00
Soccer Field	\$30.00 \$75.00
Baseball Field	\$30.00 \$75.00

For more information or to make a reservation, please call the Supervisor's Office 845-888-3000, or stop by our office at the Town Hall, 2948 Route 209, Wurtsboro.

A Security/ Damage deposit of \$300.00 for residents/\$400.00 for non-residents is required at the time a reservation is made. Proof of residency is required. Rental is only for date reserved. Renter must have building cleaned and vacated by midnight of that day.

Functions conducted in park buildings & facilities must be in accordance with established rules and regulations. (see inside)



Town of Mamakating

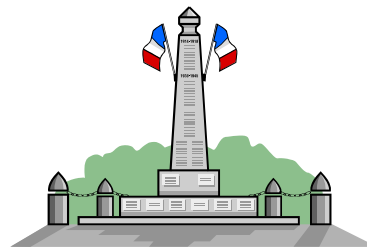
**Town Hall
Business Hours:**

Mon. – Fri.

8am – 4:30pm

**Janet Lybolt
Supervisor**

(845) 888- 3000



Town of Mamakating

Policies, Rules & Regulations for Buildings & Facilities Rental

Application information:

- Application for the use of Town buildings & facilities must be made on the FACILITIES RENTAL AGREEMENT request form. Request must be signed by an adult (21 years or older) who assumes responsibility for the building/field reservation and actions of their guests. Application permits are not transferable and are only for the specific facility/equipment on the Agreement
 - ALL GROUPS OF 10 people or more are REQUIRED to REGISTER & PAY.
 - Reservations shall be on a first come first serve basis. Reservations may be revoked at any time at the discretion of the Supervisor or Town Board.
 - Residents MUST provide proof of residency!
 - Please note the following if you want the use of any of the fields/courts at the time of application: The Supervisor's office must check the schedule of fields/court use with Little League, Soccer League, etc. as these organizations have first priority of reservation.
 - If you are interested in prepaying for your guests to enjoy the pool (during swim season), please take care of payment at time of building/pavilion rental.
 - A deposit is required the DAY the Reservation is made.**
The deposit is a refundable deposit as long as the following conditions are met:
 - Assuming no damage or special cleaning services needed and all the rules and regulations were followed;
 - If in the event of a cancellation, the Supervisor's office must be given 1 month notice of the cancellation;
- Please note: All checks are cashed and deposited upon receipt – checks are not held. Deposits will be refunded 1-2 weeks after the rental. Refund checks will be mailed only to the renter who signed the contract. NO EXCEPTIONS.**
- The remaining balance is due 2 WEEKS in advance of the event.

Cancellations made less than 1 month prior to the scheduled rental will result in the total loss of the rental fee and deposit. Reservation requests are not deemed received unless they are complete, including applicable fee for use, deposit, and certificate of insurance when needed.

9. In the event that damage to the facility or its equipment should exceed the \$250 damage deposit, additional charges may be assessed by the Supervisor. If for any reason the Town is unable to deliver the type of reservation requested, the applicant hereby agrees to release the Town from any claim derived therein with the sole exception that any deposit or prepaid rent shall be refunded to the applicant.



Supplies, Cleaning and Rental Information:

10. Renter is responsible for general clean-up of rental area at the conclusion of the reservation. (i.e. pick up trash, decorations, remove trash to outside dumpsters, etc.) The area should be left in the condition that it was found.
11. Please sweep floors clean. If anything was spilled on the floors, please use only water for cleanup.
12. Bathrooms are to be left clean and in working order. If you have rented one of the pavilions, please check the bathrooms at the end of the night and make sure they are clean. Lock the doors when you leave.
13. Tables and chairs wiped clean and left in orderly fashion. No chairs or tables may leave the building.
14. Please do not use duct tape, nails, staples, screws, etc. Masking tape may be used but please remove all of it after the event.
15. The Town shall furnish light, heat, air-conditioning, and janitorial services incidental to ordinary building usage. All decorations shall be put up and taken down on the day of the activity. Please check with the Supervisor's office regarding this rental information.
16. Smoking is not permitted anywhere inside the facilities. Non-compliance can result in forfeiture of damage deposit.
17. Fire exits, extinguishers and any other life safety equipment cannot be blocked with tables, etc.
18. Turn off all lights and properly lock doors when leaving
Be advised of the following:
19. All dances and activities which are "open to the public" shall require approval of the Town Board.

20. Gambling is prohibited.
21. No activity that constitutes a public or private nuisance is allowed. Noise levels must be kept to a minimum in respect of other park renters and our park neighbors.
22. The rental group/person, its guests or invitees shall comply with all applicable Town, County, State and Federal Laws and any specific use regulations. Any person violating the established Rules & Regulations, or constituting a nuisance, may be requested to leave the facility/park. Renter /guests shall be responsible for any damage to Town Property or equipment.
23. The Town may require proof of insurance coverage at a Town approved rate including, but not limited to, when the activity involves public invitation or donation. The Town has the option to waive a Certificate of Insurance under certain circumstances.
24. The Town reserves the right to require police/security for functions as deemed appropriate. (i.e. concerts, large parties, dances, teenage special events, fund raisers, etc.). Town may be able to supply police/security, at the renter's expense, with no less than 2 weeks notice prior to the event.
25. Occupancy of buildings cannot exceed the posted limits.
26. No animals are permitted in the buildings (apart from Seeing Eye dogs), except as provided as part of a special authorized program. Animals are also not permitted on any playing fields except where otherwise noted. Please respect the leash law and clean up after your pet.
27. No alcoholic beverages of any kind are allowed on the Town Park property.
28. Profit-making or commercial activities may be permitted in our public facilities or on park property with special permission of the Town Supervisor. Charitable non-profit, community-serving organizations wishing to conduct an event at the Town Park or in any of the Town Buildings for the purpose of raising funds must also have special permission of the Town Supervisor. All proper certifications and insurance must be in place for any of these events.
29. The Town reserves the right to cancel or prohibit use of park buildings and/or field areas when it comes to conditions that are too wet and/or, in the judgment of the Town staff, fields/park areas are vulnerable to turf damage due to overuse, etc. Athletic groups should be prepared with an alternate site for such conditions and/or situations.
30. Parking is in designated areas only. **Please do not block dumpsters, roadways, doorways into buildings or anywhere where there is a No Parking sign.**
31. User/Renter will indemnify and hold the Town free and harmless from any and all liability on account of injury to any person or persons or damage to any property or properties growing out of or directly or indirectly

resulting from any activity sponsored or conducted by the user/renter.

32. **If for any reason, prior to your use of rental, you notice damage or that the building was not cleaned properly, please advise the Supervisor's office by calling 888-3000 Option 4 .** Leave a detailed message with your name. The date and time of the call will be recorded. If the damage is not reported at once, the renter may be held liable for the cost of the repair.

It is the responsibility of the Applicant/Renter to ensure all participants abide by these rules, policies and regulations established by the Town of Mamakating.

All renters are required to sign an acknowledgement of the Policies, Rules & Regulations.