



VILLAGE OF MANLIUS RECREATION BUILDING RENTAL FORM

6 Stickley Dr. Manlius, NY 13104

Thank you for your interest in reserving a room at the Village of Manlius Recreation Building. Please complete this form and bring it with your payment to the Village Office located at One Arkie Albanese Ave., Manlius, NY 13104

Recreation Building Hours: 9:00am-10:00pm
Fees: \$75 Village Residents/\$150 Non-Village Residents
***Please note that a \$100 security deposit is required for all reservations.**

Cancellations: Written notice required. Please see rules and regulations for further information.

Insurance: An insurance policy listing the Village of Manlius as an additional named insured is required for all corporate groups, all groups intending to serve alcohol and all groups with 100 people or more attending the event.

Allowable uses for building: Community gatherings, birthday parties, family reunions, classes, receptions, graduation parties, private functions. Public retail sales are not permitted.

Today's Date: _____

Date and Day of Rental: _____ Hours: From _____ am/pm To: _____ am/pm

Approximate number of people attending: _____

Open ½ hour prior to event _____ Time: _____ Close ½ hour following event _____ Time: _____

Name of Applicant: _____ Must be 21 years of age or older

Name of Organization: _____

Not for Profit?: _____ The Village office has a list of NFP organizations. If you are not on that list but are a NFP, please submit the appropriate documentation to the Village office. The Village Board must approve your status.

Home Phone: (____) _____ Business Phone: (____) _____ Cell: (____) _____ E-mail _____

Address (home): _____

Address (business): _____

Please describe the purpose of the rental: _____

Alcohol permit requested? _____ Permit Approved: _____

containing the provision that coverage afforded under the policy will not be cancelled, non-renewed or diminished unless written notice has been given to the Village. This certificate shall show insurance not less than \$300,000 per occurrence for bodily injury and property damage.

4. Applicant's reserving the facility on a recurring basis may do so for the same day and time for up to 12 weeks in length. After the 12 weeks the applicant must fully reapply for usage. We reserve the right to deny the application in the future if at any time the group violates any provisions of this rental agreement.
5. Any changes or cancellations must be submitted in writing. Cancellations made less than 3 days in advance will forfeit their rental fee.
6. The applicant shall be held responsible for the building supplies and equipment. Applicants and their guests are not permitted to use any cooking or arts and crafts supplies. Additionally, they are not permitted to take any supplies or equipment out of the building. Any damaged or missing equipment or supplies shall be paid for at replacement costs, by the applicant.
7. Groups renting the Walsh Recreation Room may use the refrigerator and may use the oven for warming purposes ONLY. No cooking is allowed. Groups will need to provide their own utensils and paper products.
8. The applicant must be present at all times during the building usage and will be responsible for all participants in the group, as well as, the areas used by the group including the restrooms.
9. Decorations should not be taped or nailed to the walls or ceiling. No staples, rice, confetti, glitter, etc.
10. All children must be supervised by a parent or a responsible adult at all times. Children cannot be unaccompanied in the building or on the grounds at any time.
11. Parking is available to the users on Stickley Dr., in parking area not on the road, and across the street in the municipal parking lot. No reserved parking will be available.
12. The applicant is responsible for leaving the building in the condition it was found. Please ensure that the tables are put back in their appropriate places. What is brought into the building must be taken out and the trash must be disposed of in the secured area provided.
13. You must bring your own cleaning supplies (paper towels, broom, and trash bags, vacuum)
14. Clean up will consist of:
 - a. All equipment used
 - b. All counter top areas
 - c. All tabletops and chairs
 - d. All tables and chairs returned to original configuration.
 - e. Any damages or stains must be reported immediately to the Village.
 - f. All amenities in the kitchen used must be cleaned (refrigerator stove, sink, coffee pots, microwaves)
 - g. Vacuum and sweep area.
 - h. Remove all personal articles and decorations.
15. Strict adherence to the no smoking law will be observed.
16. Open flame candles are not permitted.
17. No alcohol shall be served unless approved by the Village Board. Applications for an alcohol permit are in the Village Clerk's office. It must be completed and handed in there for approval.
18. Groups will need to pick up a key at the Village Clerk's office between 8:00am and 4:00 pm M-F. The key will be brought back to the Clerk's Office the next day or the Monday after weekend usage. An inspection of the building will be done by staff.

The approval process is subject to the user's acceptance and compliance with all the rules and regulations issued by the Village of Manlius.

I have read, understand, and agree to the above rules and regulations. Failure to comply with the established regulations is subject to the potential for forfeiture of future use privileges and security deposit.

Printed name of applicant

Signature of applicant