

**VILLAGE OF MANLIUS**  
**FACILITY RESERVATION FORM**  
One Arkie Albanese Ave., Manlius, NY 13104

Thank you for your interest in reserving space at the Manlius Village Centre. Please complete this form and bring it with your payment to the Village Clerk's Office located at the address above. For fees, please see the Facility Rental Fees sheet.

Today's Date: \_\_\_\_\_

Day and Date of Rental: \_\_\_\_\_ From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Please check which room you wish to reserve:

Auditorium \_\_\_\_\_ Gymnasium \_\_\_\_\_ Board Room \_\_\_\_\_

Event: \_\_\_\_\_ Special Needs: \_\_\_\_\_

Approximate number of people attending: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Must be 21 years of age or older

Name of Organization: \_\_\_\_\_

Not for Profit? \_\_\_\_\_

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

Email: \_\_\_\_\_

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

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

Insurance Carrier: \_\_\_\_\_

Alcohol permit requested? \_\_\_\_\_ Permit Approved? \_\_\_\_\_

Name & phone number of person who will be in attendance and responsible while facility is in use: \_\_\_\_\_

Note: The Village reserves the right to deny access to the facilities based on the applicant's prior history or any material misrepresentation on any application.

Hold Harmless and Indemnification Agreement:

I/We agree to hold harmless the Village of Manlius, its officers and employees, and to assume responsibility for, defend and indemnify at our/my expense all claims for damage to property or persons, including medical expenses for injuries incurred and arising incidental to the use of the facility. It being further understood and agreed that the Village of Manlius assumes no obligation or responsibility in connection with the use of the facility.

I/We understand that:

ATTENDANCE shall not exceed the auditorium capacity of 260 and conference capacity of 122 in the Village Centre and 100 for the Walsh Room and 40 for the Hoffman Room in the Recreation Building.

SET-UP: Applicant is responsible for setting up the space reserved as they would like for their function. Upon completion of the event, the room must be returned to the exact condition in which it was found.

TRASH: Whatever is brought into the building must be carried out (decorations, food, etc.). Trash shall be collected and carried by the applicant to one of the Village's dumpsters which are located adjacent to the Village Centre and near the Stickley Drive ballfields.

I/We have carefully read and understand the Facility Use Policy.

\_\_\_\_\_  
Authorized signature of person on Application

\_\_\_\_\_  
Date

Payment type:      Check \_\_\_\_\_ or Cash \_\_\_\_\_

Security Deposit:      Check \_\_\_\_\_ or Cash \_\_\_\_\_

Signature of Village Official \_\_\_\_\_

VILLAGE OF MANLIUS  
FACILITY RENTAL FEES

Village Centre

Auditorium: \$100.00 per day

Gymnasium: \$100.00 per day

Board Room: \$100.00 per day

Recreation Building

Walsh Room

Resident: \$75.00/Non-Resident: \$150.00

Hoffman Room

Resident: \$30.00/Non-Resident: \$90.00

Whole Building

Resident: \$90.00/Non-Resident: \$220.00

Patio Only

Resident: \$25.00/Non-Resident: \$50.00

Mill Run Park

Resident: \$25.00/Non-Resident: \$45.00

SECURITY DEPOSIT:

A security deposit of \$100 per room is required for all building reservations. Please submit a separate check for this amount along with your rental fee. This deposit will be returned within two (2) weeks of facility rental provided that upon inspection, the facility is found to be in compliance with the guidelines set forth below, and in the "Facility Use Policy"/"Rental Agreement".

## Village of Manlius FACILITY USE POLICY

The Village of Manlius recognizes that Village facilities belong to the people of the Village and as the facilities are maintained and operated by funds provided by local taxes, the Village recognizes and accepts the responsibility for making the facilities available to responsible Village of Manlius based residents and nonprofit community service organizations and associations, including, but not limited to: any town or village use, federal, state or county government agency meeting or event, school district use, or civic, non-profit and community service organizations, informal established clubs open to the general public in the Village of Manlius, homeowners associations and public forum meetings.

### RESERVATIONS/SCHEDULING

1. The Village Board authorizes the office of the Village Clerk to approve and arrange for scheduling the use of Village facilities by applicants satisfying the limitations listed below.
2. The Village of Manlius, in its sole discretion, may require of any user, a certificate of insurance in the amount of two million dollars naming the Village of Manlius as an additional insured and the Village will be held harmless for claims arising from the use of the facility by the applicant. But, in every case, an applicant with greater than thirty five (35) attendees must provide said insurance coverage unless waived by the Village Board. Groups with anticipated attendance greater than fifty (50) people cannot utilize the boardroom due to fire regulations.
3. When scheduling an event, you must provide a contact name and telephone (cell) number as well as a contact person who will be in attendance and in charge of the event.
4. An accurate estimation of the number of people expected to attend must be given prior to approval.
5. No person or organization can reserve the room more than one day per week, twice per month or 12 times per calendar year without a written request to the Village Board and may not be reserved more than 6 months in advance of the date requested.
6. Cancellation notifications must be sent to the Village Clerk at least 24 hours prior to event.
7. In the event of inclement weather, the Mayor, Village Board, or Village Clerk or designee has the final authority on whether the facility is useable.
8. Village sponsored meetings/events shall always be given preference at all times in scheduling use of the facility. Other meetings/events will be scheduled on a first come, first served basis. If an unforeseen circumstance requires use of the facility by the Village of Manlius, an individual, group or organization may be required to reschedule or relocate the meeting/event. Reservations cannot be made more than six (6) months in advance of event.
9. No applications will be accepted for any date or time that the Village may require use of the facility, including, but not limited to election day, primary day, and any normal holiday when the Village Centre is closed.

## **PROHIBITED ACTIVITIES**

The Village also recognizes that it is bound by law and must prohibit certain activities. Those prohibited include:

- a. Restricted meetings, entertainment and occasions not open to the public, both fund raising and non-fund raising without prior Village Board approval.
- b. Use by fraternal, secret or exclusive organizations and religious organizations for religious services.
- c. Any activity that violates the canons of good morals, manners or may be injurious to the building or grounds.
- d. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
- e. Activities which are discriminatory.
- f. Any purpose in conflict with activities of the Village of Manlius.
- g. Sales meetings and sales of any kind either from profit or non-profit organizations are prohibited, as well as, political organizations and personal use or use for family events.

## **FACILITY USAGE GUIDELINES/RESTRICTIONS**

1. It is the Village's intention to grant the use of Village facilities under the Village's regulations, for activities of an educational, cultural, civic, social, recreational, governmental, or general political nature which are sponsored by responsible, recognized local persons, organizations, or agencies.
2. The Village, because of its responsibility for protecting the buildings and property therein restricts use of space for activities within the Village Centre to only the Village Board meeting room, auditoria, and gymnasium. No setup in hallways or other unauthorized areas without Village Board approval.
3. No smoking is allowed in the building. No alcoholic beverages are to be brought in or consumed in the building or on the grounds without first obtaining a permit from the Village Clerk.
4. Individuals or organizations receiving permission to use the village facilities are responsible for the conduct of both participants and spectators. Adequate adult (over 21) supervision shall be available to oversee attendees.
5. Violation of safety regulations, destruction of or the improper use of the facility will be cause for the revocation of the permit for the use of the facility, forfeiture of security deposit and may prohibit future application for facility use.
6. At the sole discretion of the Village of Manlius, if custodial or security should be deemed required, applicant will be responsible for said cost, payable prior to the event. A security deposit will be required of all applicants at time of submission. The amount will be predetermined and set by the Village Board.
7. Food or beverage must be served and consumed within the authorized areas and not in the hallway area. Use of the kitchen is prohibited without prior Village Board approval.
8. If any food or beverage is to be served, the individual in charge of the meeting will be responsible for cleanup, including wipe down of all surfaces and tables and removal of trash generated from the premises.
9. No tape or decorations may be placed on the walls without prior approval.
10. There are no phones or technology (including internet) available for use in the facility. The user must provide all projectors, cords, etc. that they may need.
11. Only the authorized tables and chairs that are located in the Village Centre are available for use, unless proper arrangements are made with the Village Clerk for use of additional tables and chairs.

12. Users of the facility outside of normal Village operating hours (8:00 a.m. – 5:00 p.m.) must ensure the building is locked, secured and all lights including restrooms have been turned off prior to leaving.
13. Any damage to the facilities must be promptly repaired at the applicant's expense. The applicant is financially liable for any damage and will be required to submit a security deposit at the time of application in an amount set by the Village Board.
14. Keys, if needed, can be picked up in the Village Clerk's office the day of the meeting/event and are to be returned to the same office the morning immediately following the meeting/event. If the office is not open for return, the keys must be returned on the next business day.
15. If for any reason the building cannot be secured or in the event of an emergency, the Village Clerk or designee must be notified immediately.

**NON-DISCRIMINATION STATEMENT**

All individuals and such organizations requesting the use of Village facilities are advised that permission to use facilities will be given only with the understanding that all activities taking place in their facilities are open to all individuals regardless of age, religion, color, creed or sex. Discrimination against any individual or group because of race, religion, color, creed or sex will be grounds for revocation of permission to any Village facility.

**RESERVATION OF RIGHTS**

The Village may amend, repeal or replace these policy guidelines at any time without notice. The Village of Manlius reserves the right to limit or deny use of this facility to any individual or group based outside the Village of Manlius.