

## LAKE PEEKSKILL COMMUNITY CENTER

### Rules for Renters:

1. **Any person serving alcohol must get a one day rider from their homeowners insurance and submit to the Putnam Valley Town Clerk's office as per Town Law, otherwise no alcohol may be served. (see attached law)**
2. No one under the age of 21 may have or consume any alcoholic beverage on the premises even with the consent of his or her parent or guardian.
3. No alcohol may be sold at the Center
4. No alcohol may be carried outside of the building or taken to the parking lot or beach.
5. Anyone found disobeying state and local laws concerning alcohol or other controlled substances will be barred from future use of the building either as a renter or guest.
6. It is incumbent upon the person responsible for the rental to see that no person becomes inebriated or leaves to drive a car if unfit to drive.
7. The kitchen range may be used to warm food only- no cooking is allowed.
8. **Music and any noise must be lowered by 11:00 p.m., as per Town Law.** Every effort must be made to comply as to not disturb the neighbors of the Community Center.(see attached law)
9. All parking shall be in the district parking lot. There shall be no parking on Northway for events at the Center and there shall be no parking on the Center's lot in front or beside the building.
10. The rental is for the day of the event only. All preparations (decorating etc.) in the building shall be made the day of the event only. All cleaning and removal of decorations, tape shall be done immediately after event and shall not be done the next day. The Renting Agent only may waiver these requirements.
11. The Center reserves the right to refuse rental to any person or group who in the opinion of the Rental Agent or Town Board is not a responsible renter.
12. In the event of a power outage, the Community Center is NOT to be used, and the rental fee will be refunded to you in full!

### **RENTAL FEES**

**Lake Peekskill residents \$150.00**

**Putnam Valley residents \$200.00**

All persons or groups renting the Center shall give a **deposit of \$500.00 in addition to any rental fee.** The deposit shall be held by the Renting Agent until the Center has been inspected and found clean and undamaged.

Any repair or cleaning that may be require as a result of the rental shall be deducted from the \$500.00. If the Renting Agent is not satisfied with the cleaning done by the renter, the cost of the cleaning at the rate of \$50.00 per hour will be assessed against the deposit.

The liability of the renter shall not be limited to \$500.00.

**INSTRUCTIONS FOR BUILDING USE:**

1. Responsible party shall announce the locations of the fire exits for any group where there are more than twenty-five (25) persons. For any event, there shall be no more than 100 persons in the Center at one time.
2. Fire exits shall be kept unlocked, but closed.
3. **ABSOLUTELY** no tacks or tape are to be put on the walls, doors, windows, frames or columns. All decorations are to be removed after the event.
4. Renter is to supply the soap and paper towels.
5. Center must be swept clean by the renter after the event, as well as wet mopped.
6. Garbage is to be bagged and left in the garbage dumpster outside, on the side of the building. It should be locked after use.
7. Renter should check before leaving to see that all fan and all appliances are off; and the lights are out. The responsible person renting the building is responsible for seeing that this is done.
8. All doors and windows are to be locked.
9. No smoking allowed in the center.

Rental of the Center does not entitle a renter or the renter's guest's to use any beach in Lake Peekskill.

The Agreement shall be signed by an adult responsible for renting the building and that adult shall be present at the Center for the entire duration of the event for which the Center is rented. The adult shall be responsible for any damage or violations of law which may take place during the rental.

**Please note any violation of this contract will result in you losing your deposit!**

I THE UNDERSIGNED, AGREE TO THE ABOVE TERMS.

\_\_\_\_\_  
Date of Rental

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Renter's Telephone Number

\_\_\_\_\_  
Rental Agent or Representative

\_\_\_\_\_  
Renter's Address

\_\_\_\_\_

NAME: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
DATE OF RENTAL: \_\_\_\_\_

THIS SHEET IS A CHECKLIST FOR ALL PARTIES RENTING THE LAKE PEEKSKILL COMMUNITY CENTER. PLEASE MAKE SURE YOU CHECK OFF AND HAND BACK WITH THE KEYS (which must be handing in within 3 days after renting).

STOVE IS TURNED OFF \_\_\_\_\_

REFRIGERATOR HAS BEEN EMPTIED OR FOOD AND WIPED DOWN \_\_\_\_\_

KITCHEN HAS BEEN CLEANED \_\_\_\_\_  
(Cleaning products are under sink)

GARBAGE HAS BEEN BAGGED AND TAKEN OUT TO DUMPSTER \_\_\_\_\_  
(Bags are in closet across sink)

BATHROOMS HAVE BEEN CLEANED \_\_\_\_\_

FLOORS HAVE BEEN SWEEPED AND MOPPED \_\_\_\_\_  
(Mop & Bucket are in closet)

TABLES HAVE BEEN CLEANED \_\_\_\_\_

CHAIRS HAVE BEEN CLEANED \_\_\_\_\_

DECORATIONS HAVE BEEN TAKEN DOWN \_\_\_\_\_

LIGHTS HAVE BEEN SHUT OFF \_\_\_\_\_

ALL WINDOWS ARE CLOSED AND LOCKED \_\_\_\_\_

BACK DOOR AND FRONT DOOR ARE LOCKED \_\_\_\_\_