

LAKE PEEKSKILL COMMUNITY CENTER

Rules for Renters:

1. Any person serving alcohol must get an alcohol permit from the Putnam Valley Town Clerk as per Town Law, otherwise no alcohol may be served. (see attached law)
2. **BEFORE RESERVING A DATE OR ACCEPTING A DEPOSIT....WE MUST OBTAIN AN ENDORSEMENT TO HIS/HER LIABILITY POLICY FOR THE EVENT WHEREIN, THE TOWN OF PUTNAM VALLEY WILL BE NAMED AS AN ADDITIONAL INSURED**
3. 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.
4. No alcohol may be sold at the Center
5. No alcohol may be carried outside of the building or taken to the parking lot or beach.
6. 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.
7. 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.
8. The kitchen range may be used to warm food only- no cooking is allowed.
9. Music and 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)
10. 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 of or beside the building.
11. 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.
12. 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.
13. 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 \$200.00 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 \$200.00. 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 \$200.00

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 box beside the building.
7. Renter should check before leaving to see that all cigarettes are extinguished; fan and all appliances are off; heat is turned down to 50 degrees; 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.

Rental of the Center does not entitle a renter or the renter's guests 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.

I, THE UNDERSIGNED, AGREE TO THE ABOVE TERMS.

Date of Rental

Renter's Signature

Renter's Telephone Number

Rental Agent or Representative.

NAME: _____
PHONE NUMBER: _____
DATE OF RENTAL: _____

THIS SHEET IS A CHECK OFF LIST FOR ALL PARTIES RENTING THE LAKE PEEKSKILL COMMUNITY CENTER. PLEASE MAKE SURE YOU CHECK OFF AND HAND BACK IN WITH THE KEYS (which must be handed in within 3 days after renting). ALL MUST BE DONE IN ORDER FOR DEPOSIT CHECK TO BE RETURNED.

STOVE IS TURNED OFF _____

REFRIGERATOR HAS BEEN EMPTIED OF FOOD AND WIPED DOWN _____

THERMOSTAT FOR HEAT HAS BEEN TURNED DOWN TO 60 _____

AIR CONDITIONER HAS BEEN SHUT OFF _____

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 AND ALL TAPE REMOVED _____

CHAIRS HAVE BEEN CLEANED _____

DECORATIONS HAVE BEEN TAKEN DOWN AND TAPE REMOVED _____

LIGHTS HAVE BEEN SHUT OFF _____

ALL WINDOWS ARE CLOSED AND LOCKED _____

BACK DOOR AND FRONT DOOR ARE LOCKED _____