



**BOYS & GIRLS CLUBS  
OF TOWN OF WALLKILL INC.**  
Serving Northern Orange & Sullivan Counties

## 2014 - 2015 Recreation Center Rental Application

Name of Person or Organization Renting the Recreation Center: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Person Who Will Be On-Site Contact: \_\_\_\_\_ *\*This person must be 21 years of age or older.*

On-Site Contact Cell Phone: \_\_\_\_\_ On-Site Contact Email: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_ Hours Requested: \_\_\_\_\_

Nature/Type of Intended Use: \_\_\_\_\_

### **Residency Information:**

**The Recreation Center is available for rent by Town of Wallkill Residents or non-profits, exclusively.**

For residents, we require photo ID and a water bill, or other appropriate documentation to establish residency.

For non-profit organizations, we require your 501c3 Letter of Determination, and the address(es) where your organization provides services in the Town of Wallkill.

For Office Use Only:

**TOW Resident**                      **Documentation:** \_\_\_\_\_

**TOW Non-Profit**                      **Documentation:** \_\_\_\_\_

### **Liability Insurance Information:**

All renters must provide a Certificate of Insurance naming the Town of Wallkill and the Town of Wallkill Boys & Girls Club, Inc. as additional insured. A Liability Insurance Policy of \$1,000,000.00 must be provided within 30 days of your rental date(s), or a key will not be provided to you the day of the function, and you will forfeit the date and your deposit.

For Office Use Only:

**Insurance Provided**                      **Documentation:** \_\_\_\_\_

### **Quarterly Rental Information**

Rental applications are accepted at the Town of Wallkill Boys & Girls Clubs' Clubhouse at 60 Creamery Road in Circleville from 10am-3pm, Monday through Friday, or via USPS. *No faxed applications will be accepted.*

Rentals are available on a first-come, first-serve basis as they are received at the Clubhouse.

The Recreation Center will only be rented for athletic and related activities, and will not be rented to organizations that charge admission to the general public as a means of making money for a company.

The Recreation Center is available for rentals on a single-time or recurring basis, but all rental applications must be submitted on a quarterly basis.

**Rental Applications for November – January are accepted ONLY in the month of October.**

**Rental Applications for February – April are accepted ONLY in the month of January.**

**Rental Applications for May – July are accepted ONLY in the month of April.**

**Rental Applications for August – October are accepted ONLY in the month of July.**

*Rental applications not submitted during the appropriate rental period, and rental applications submitted without all supporting documentation or deposit are accepted at the sole discretion of the Town of Wallkill Boys & Girls Clubs.*

### Rental Times & Fees

The Recreation Center is available for rent on weekends from 9am-9pm and during the week from 6-9pm during the school year, and until 10pm during the summer months (July and August). The Recreation Center can be rented in two increments: "Full Day" Rental (any 8-hour period on the same day) or Two-Hour Rental.

We accept cash, checks (Made out to "Town of Wallkill") or money orders for rental fees, and all rental fees must be provided within 30 days of your rental date(s), or a key will not be provided to you the day of the function, and you will forfeit the date and your deposit.

**You may not have access to the building prior to your scheduled rental. The building MUST be cleaned and vacated by the end of your rental period.**

Resident Rental Rates:

Non-Profit Rental Rates:

"Full Day": \$175.00  
Two-Hour: \$40.00

\$100.00  
\$24.00

**Renters must also provide cash or money order for a \$100 refundable deposit at the time the rental application is submitted. No checks are accepted for deposits. Renters who rent quarterly recurring dates are required to have a \$100 deposit.**

Time Requested: \_\_\_\_\_

Total Rental Fees (not inc. deposit): \_\_\_\_\_

Rental Fees Due By: \_\_\_\_\_

For Office Use Only:

Security Deposit Received

Paid by: \_\_\_\_\_ Documentation: \_\_\_\_\_

Rental Fees Received

Paid by: \_\_\_\_\_ Documentation: \_\_\_\_\_

### Recreation Center Rental Checklist

After your function is held, a Town of Wallkill Boys & Girls Clubs representative will use the checklist below to determine the amount of Security Deposit to be refunded. If for any reason, you the renter notice any damage prior to use, please advise the Town of Wallkill Boys & Girls Club and the Town of Wallkill Police Department. If the damage is not reported at once the renter will be held liable for the cost of repair. Portion of the deposit forfeited for failure to comply is noted as follows:

Garbage must be taken to Dumpster at the bottom of the hill. Renter provides garbage bags.	\$10.00
All inside lights must be turned off. Failure to comply will result in fine.	\$10.00
Parking lot and area surrounding the building must be cleaned of all debris from party/function.	\$25.00
Bathrooms left clean and in working order.	\$40.00
Floors must be broom swept and spills mopped up. Renter provides brooms and mops.	\$50.00
If doors are left open or unlocked (including bathrooms in Clubhouse).	\$50.00
<b>NO</b> Food or Drink is permitted in the Recreation Center. Meals, snacks or eating/drinking must be conducted outside in the designated picnic areas. Failure to comply will result in fine.	\$50.00
Failure to return keys to Boys & Girls Clubs mailbox or representative immediately following rental.	\$50.00
Nothing will be attached to walls at all (no tape, staples, push pins, etc.)	\$75.00

**ABSOLUTELY NO SMOKING INSIDE THE RECREATION CENTER OR ANYWHERE ON PARK GROUNDS.**

Facility is subject to spot inspection by a code enforcement official. Fines will be issued.

**No more than 50 guests per rental period.**

**NO ALCOHOL in the Recreation Center or Park at any time.**

**The security lights must not be tampered with in any way.**

**Failure to comply with any of these rules will result in loss of rental privileges and forfeiture of security deposit.**

I understand this checklist and these rules and agree to hold myself/my organization responsible for upholding these guidelines, or risk forfeiting all or a portion of our security deposit.

Authorized Signer: \_\_\_\_\_

Date: \_\_\_\_\_

The Town of Wallkill Recreation Center is owned by the Town of Wallkill and has been developed to provide the Wallkill community with a modern, clean, comfortable, and safe place to hold recreational activities.

To accommodate such individuals and groups in a consistent manner the following Policies, Rules, and Regulations for renting the Recreation Center will apply to all individuals.

**Please initial each paragraph to indicate your understanding and consent to uphold these regulations and guidelines:**

**Initial  
Each  
Paragraph**

\_\_\_\_\_

Applicants and their guests using the Recreation Center shall conduct themselves properly at all times while on the premises of the Recreation Center and shall refrain from any activity that would annoy or offend the public or other social gathering at the center. If any outbreaks of disturbance or misconduct occur, or if any law enforcement official has to be called, the Town of Wallkill has the right to remove any party responsible or to cancel this contract and ask everyone to leave without a refund of monies.

\_\_\_\_\_

At the termination of applicant's use, the designated area shall be surrendered in the same condition of cleanliness and repair as it was upon commencement of the use, broom-clean, with all trash and other material removed to designated containers. If the Town incurs any expense to clean up or repair any condition resulting from applicant's use, the applicant shall be liable for any and all reimbursement to the Town of Wallkill in excess of security deposit.

\_\_\_\_\_

Applicants shall be solely responsible for obtaining any and all required permits or approvals relating to its use.

\_\_\_\_\_

All Cleaning supplies such as brooms, mops, garbage bags, etc **MUST** be supplied by renter.

Failure to comply with these rules, checklists and regulations when renting the Recreation Center will result in the loss of the rights to use the Center in the future and possible billing for additional damage and/or cleaning incurred. These rules apply to everyone using the Recreation Center.

I understand that I am to pick up and return the Keys to the Building at the Town of Wallkill Boys and Girls Club and that I am to leave the building in a clean and orderly condition. I will report any accidental breakage or damage to the Supervisor's office, Town of Wallkill Boys and Girls Club and the Police Department and agree to be responsible for the cost of repair or replacement.

The undersigned hereby represent that he/she is the applicant or authorized agent of the applicant named herein and that he / she has received and has read and reviewed all the rules and regulations set forth in this contract The undersigned acknowledges that he / she fully understands all of the rules and regulations set forth herein and agrees to abide by the rules and regulations and will use his / her best efforts to ensure that all individuals in attendance at the center will comply with the rules and regulations. The undersigned also declares that the factual information furnished by him / her in this application is true, accurate and complete to the best of his / her knowledge and belief. If the applicant does not conform to any and all of the rules and regulations set forth in this contract, the undersigned agrees that the Town of Wallkill is entitled to cancel this contract with no refund due to the applicant. Rental fees and times are subject to change at the discretion of the Town of Wallkill Supervisor and the Town of Wallkill Town Board without notice. The undersigned agrees to all items set forth in this contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TOWBGC Representative/Witness: \_\_\_\_\_

Date: \_\_\_\_\_