

Welcome Center Community Room Request for Use Form

(Applicant Name)

(Approx. No. adults) (Approx. No. children)

(Applicant/Organization Mailing Address)

(Provide brief description of Event: i.e. – We are a local company hosting a training seminar)

Telephone (day)

Telephone (evening)

Email Address

Date and Time requested: _____

Please call Kathleen with questions at 315-789-5005

Please return this form to Kathleen Champlin by email kchamplin@geneva.ny.us

or by mail: Geneva Recreation Dept.

47 Castle St

Geneva, NY 14456

Or by fax: 315-789-0604

Full Room Measures: 27' x 15'

Chairs & Tables Provided for **24 Occupants**

Maximum Standing Occupancy Limit: 46

Fee Schedule:

Usage Fee- \$0

Required Deposit (refundable-checks preferred) - \$50.00

Priority is given to City of Geneva residents and groups, but New York State community residents and groups can reserve a time slot with 30 days in advance.

- **Checks made payable to: City of Geneva**

Community Room may have only one (1) applicant per day and may be rented in four (4) hour increments, up to two (2) increments maximum between the hours of 8:00 AM and 10:00 PM. Event must be concluded and room vacated by 10:00 PM. See Room Use Policy for types of use allowed.

Rentals exclude holidays and extended holiday weekends.

City of Geneva Community Room Use Policy

City of Geneva’s Community Room is available to the public for not-for-profit or community organization activities appropriate to its size and amenities. Examples of acceptable uses of the facilities include registration for community recreation programs, training lectures, and community association meetings.

Written reservations are required to use the Community Room. The request application consists of 3 pages, all of which shall be completed in full by an adult (an individual age 21 or older) member of the organization seeking use of the Community Room and submitted to City of Geneva with the appropriate fees:

Policy governing the use of the Community Room includes the following:

1. Profit-making enterprises, which benefit private parties or any one individual, may not occur during use of the Community Room.
2. It is the responsibility of the Use Group to be aware of and abide by occupancy limits governing the room or rooms utilized by the Use Group. This information is part of the “Community Room Request for Use Form.”
3. It is the responsibility of the Use Group to be aware of and abide by adult-children ratio requirements governing the use of the room. This information is part of the “Liability/Waiver Release Form.”
4. Reservations to use the room repeatedly for regularly occurring functions will be considered on a case-by-case basis and are subject to review quarterly.
5. City of Geneva shall, in its sole discretion, approve or deny use applications.
6. City of Geneva reserves the right not to accommodate reservation requests submitted less than 5 working days in advance of the intended use date.
7. All reservation requests will be processed in the order in which they are received.
8. Completion of the Liability/Waiver Release Form is a condition of use of the Community Room. No Use Group will be permitted to use the Community Room unless City of Geneva has received a signed Liability/Waiver Release Form.
9. Any portion of each additional hour used beyond the approved increment(s) will be assessed \$10 and deducted from your deposit.
10. We encourage you to have any food or beverage purchases through the Taste NY store inside of the Welcome Center.

City of Geneva reserves the right to terminate this arrangement or deny reservation dates at its discretion. Reasons can include the City’s need for the space or misuse of the premises by the organization. Organizations reserving the room may not create scheduling monopolies (i.e. continuously reserving the room for multiple nights per week for an extended period of time). The community room is designed for the entire community to reserve and utilize not just a select few groups or organizations. When scheduling conflicts occur, the City will make every effort to notify the organization 24 hours in advance of the anticipated use, and the City shall not be responsible for any inconvenience upon providing notice.

I have read and understand the information on the Community Room Use Policy (above).

Organization _____

Signature _____

Date _____

Print Name _____

Title _____

Applicant Guidelines

AS THE APPLICANT, I HAVE...

- Read the below information about facility use and take responsibility for the actions of my group during our time of use.
- Agreed that I take responsibility for any damages that occur as a result of misuse of the premises during our time of use.
- Acknowledged photo identification must be presented with completed application and fees.

COMMUNITY ROOM RULES. AS THE APPLICANT, I WILL...

- **Be present during the duration of the event.**
- Keep the room key with you at all times, as the doors will lock behind you.
- Be held personally responsible for obtaining the key fob and returning it to City Hall first floor, or City Hall drop box located inside first set of doors. Key must be returned the following business day.
- Return room and contents to order as arranged with the City.
- Not permit smoking, alcohol or drug use on the premises. This includes both inside the building and outside on the Municipal Grounds.
- If group plans to serve alcohol on property, you will need a marketing permit issued to you. Visit <https://sla.ny.gov/permits-available-online> for more details.
- If the alcohol is served through a caterer, the caterer will need to obtain a one day off site license.
- Turn off all interior lights upon departure.
- Enter and exit using door by vending machines. (**see attached map**)
- Not use anything that emits smoke or fog, including, but not limited to incense burners, fog machines or candles. Only acceptance shall be in the very brief moment for a birthday cake celebration.
- Check that our door is locked from the outside upon departure.
- Leave behind no wrappers from food, food refuse, or trash that creates odors, nor any stains or debris on the floor. Broom located inside community room.
- Limit our access only to the community room, restrooms, and water fountain area.
- Ensure loading or unloading of vehicles shall strictly be from parking lot spaces.
- **Do not let anyone, that isn't a part of your approved group, inside the community room and welcome center once the building has closed to the public at 6pm.**
- Do not touch or tamper with the thermostat.

AS THE APPLICANT, I UNDERSTAND...

- **The room is reserved in four (4) hour increments, up to two (2) maximum per day which INCLUDES set up and clean up.**
- *The Community Room, the Welcome Center and City Hall are monitored by security cameras.*
- In an emergency, please call 911. If you have any issue with the key fob to get in, please contact our IT Department at: 315-879-1791.
- **Failure to comply with Community Room Rules will result in forfeiture of your deposit**

RESERVATION USE AND LIABILITY WAIVER

I do hereby agree, for myself, my heirs, executors, administrators, and assigns, to forever remise, release and discharge City of Geneva, its directors, officers, members, agents, commissioners and any other representatives related to any and all Community Room activities, and their heirs, executors, administrators, and assigns from any and all actions, causes of action, suits, debts, accounts, controversies, damages, claims and demands, whatsoever, which I or my legal representative may have or acquire against City of Geneva or its directors, officers, members, agents, commissioners and any other representatives related to the Program, by reason of any loss resulting from personal injury or property damage, including but not limited to weather related events which may occur during, in connection with, or by reason of my use and attendance at the City of Geneva Administration Building Community Room and related facilities.

I agree that City of Geneva shall have the right, at its discretion, to enforce rules of conduct and/or terminate my participation and/or use of the City of Geneva/Welcome Center Community Room and related facilities for failure to act in conformance thereof, or for actions or conduct detrimental to or incompatible with the welfare, comfort, harmony or interest of the group or the City of Geneva Administration Building property as a whole.

I hereby grant City of Geneva and any of the directors, commissioners, officers, members, agents and other representatives full authority to take whatever action, in their discretion, is determined to be necessary regarding my health, safety and welfare, and I fully release City of Geneva and any of the directors, commissioners, officers, members, agents and other representatives from any liability for such actions, as set forth herein.

(Signature of Applicant)

(Printed Name of Applicant)

(Date)

For Youth Groups: Please provide evidence that adult supervision at a ratio of at least 1 (one) adult per every 25 youth will be maintained during your organization's use of this facility by attaching a list of the names of the adults in charge.

I am aware of the adult supervision requirement and have submitted the necessary information.

(Signature of Applicant)

(Date)

Note: Official Use Only

Approved by: _____

Date: _____

COMMUNITY ROOM PRE-EVENT CHECK LIST

Prior to your use, please indicate if you found:

Trash/Food Left Behind:

Comments:

Floors/Tables/Space Not Cleaned:

Comments:

Room left in good condition prior to our use

Signature: _____ **Date:** _____

Date/time of your event: _____

Room left in good condition after our use

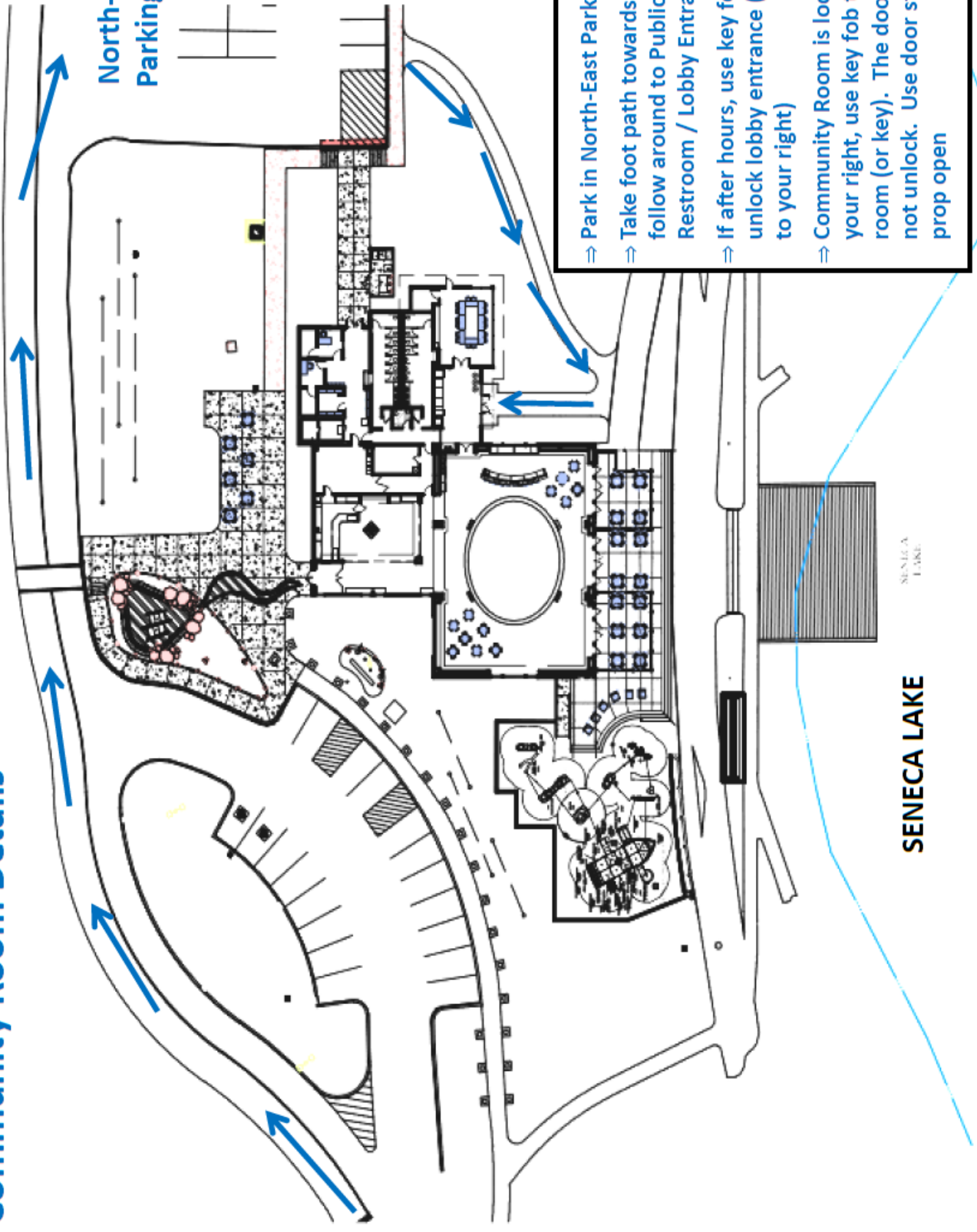
Signature: _____ **Date:** _____

Date/time of your event: _____

FINGER LAKES WELCOME CENTER

Community Room Details

ROUTE 5 & 20



North-East
Parking Lot

- ⇒ Park in North-East Parking Lot
- ⇒ Take foot path towards lake, follow around to Public Restroom / Lobby Entrance
- ⇒ If after hours, use key fob to unlock lobby entrance (located to your right)
- ⇒ Community Room is located to your right, use key fob to enter room (or key). The door does not unlock. Use door stop to prop open

SENECA
LAKE

SENECA LAKE