

VILLAGE OF DANNEMORA

40 EMMONS STREET ~ P.O. BOX 566
DANNEMORA, NY 12929
(518)-492-7000

AGREEMENT FOR BUILDING USE

In consideration of the fees, conditions and obligations herein expressed, this agreement is entered into between the Village of Dannemora hereinafter referred to as the Village and (Name): _____, hereinafter referred to as the Lessee, for the use of the ☐ Cafeteria/Kitchen ☐ Gymnasium ☐ Cafeteria/Gym ☐ Other (specify below), located in the Village of Dannemora Community Center for the purpose of _____.

FROM: Day of Week: _____ Date: _____ Time: _____
TO: Day of Week: _____ Date: _____ Time: _____

The Lessee agrees to pay the Village in accordance with the following fee schedule:

_____ A security deposit check in the amount of \$75.00 made payable to the Village of Dannemora. This deposit will either be 1) shredded upon return of keys in Village Clerk's drop box, or 2) returned to the Lessee upon personal return of keys or key cards after inspection of the premises to insure all rules and regulations have been adhered to and that the premises are clean and undamaged.

_____ A check in the amount of \$_____ (see below) made out to the Village of Dannemora for rental of the room(s) specified. Payment in full by the Lessee will confirm reservation by Lessee.

VILLAGE RESIDENT	Gymnasium	Cafeteria (Kitchen)	Gym/Cafeteria	Other:
0-2 hours	\$25.00	\$25.00	\$50.00	If the Break Room, Field, or other building area is requested for a single or multiple day event, a custom price may be requested.
Each additional hour	\$10.00 / hour	\$10.00 / hour	\$20.00 / hour	
NON-RESIDENT	Gymnasium	Cafeteria (Kitchen)	Gym/Cafeteria	
0-2 hours	\$45.00	\$45.00	\$90.00	
Each additional hour	\$10.00 / hour	\$10.00 / hour	\$20.00 / hour	
OTHER: Please specify room, date(s), frequency, number of people attending, etc.:				

The Lessee agrees to conduct his/her activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and save harmless the Village of against any and all claims for injury to person or property to Lessee and invitees of the Lessee, arising from the use of said premises by the lessee.

The Lessee shall not allow on said premises a greater number of persons than can safely and freely move about in the area agreed to be used. The decision of the Village as to the capacity of a room/building shall be final. The Lessee will permit no objects to be placed or to remain in passageways and said passageways shall be kept open and clear during time of use.

The Lessee shall not permit on the premises any alcoholic beverages. Tobacco products are not to be used inside of the Community Center and are only allowed outdoors in designated areas.

The Village reserves the right to terminate this agreement at anytime in the event the Lessee and/or invitees of the Lessee become rowdy or destructive of the Villages property and/or at any time violate the terms and provision of this agreement and the posted General Rules, made a part hereof and are specifically agreed to by the Lessee.

IN WITNESS WHEREOF, the Village of Dannemora has caused agreement to be signed by its duly authorized representative:

Lessee:

By: _____
(Print Name) (Signature)

Phone #: _____ Address: _____

Email: _____

Village Representative: _____ **Date:** _____

**VILLAGE OF DANNEMORA
RULES AND REGULATIONS FOR USE OF COMMUNITY CENTER**

1. No alcohol allowed on premises.
2. No smoking allowed in the building.
3. No use of confetti or rice.
4. No equipment or supplies may be removed from the premises.
5. ***Lessee will be held responsible for any damage done to the building during his/her period of occupancy.***
6. Heat should not be adjusted.
7. Telephones are for village business and emergency only.
8. Only Painter's tape or tacks may be used on walls and all remnants must be removed.
9. Please check to verify all water in kitchen and bathrooms is shut off and toilets are not running.
10. Building must be locked upon departure.
11. Make sure bathroom floors are neat for next party using the facility.
12. Please bag all trash and deposit it by the white trash can at front door for disposal.

Anyone not abiding by these rules will forfeit their cleaning / key deposit and may be denied future use of any village facilities.

In case of emergency or problems please feel free to call any of the Village Representatives listed below:

Village Office (M-F) 9 to 4	518-492-7000	Rick Scholl	518-593-8926
Michael C. Bennett	518-593-5316	Tina Leduc	518-534-4745
Eric Jarvis	518-572-7267	Judy Mullady	518-492-3111