



Building Use Permit

For Office Use Only:	
Amount: \$	_____
Receipt #:	_____
Check #:	_____
Cash:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Group/Contact Person: _____ / _____

Refund Check made out to: _____

Refund Mailing Address: _____ City _____ ZIP _____

Contacts Home Phone: _____ Work Phone: _____

Alternate Contact: _____ Phone: _____

Date(s) Requested: _____

Time of Meeting: _____ Approx. Number Attending: _____

Purpose for use: _____

Will chairs/tables be required? Yes No Number of tables: _____ Number of chairs _____

Room/People space capabilities: **Recreation Room** - 50 or 30 W/ Tables/chairs; **Senior Center**: 275, or 60 W/ Tables/chairs

Room:	<input type="checkbox"/> Recreation Room (Down Stairs)	<input type="checkbox"/> Senior Center (Up Stairs)
Fees:	<input type="checkbox"/> One Time = \$50.00	<input type="checkbox"/> Town Sponsored \$ 0.00/yr
	<input type="checkbox"/> Multiple Use = \$ 20.00 each use	
Clean-up Deposit:	<input type="checkbox"/> Single Use = \$100.00	<input type="checkbox"/> Multiple Use = \$150.00/yr

Note: This reservation will be issued on the condition that the **applicant holds the Town of Liberty free and harmless from any and all claims for damage** arising out of illness, accident, mischief, or any other claim resulting from the consumption of mood altering substances, by the applicant or any of his or her guests.

- Rules:**
- 1) User fee and Clean-up deposit *must be paid at time of reservation*. Clean-up is the responsibility of the person renting the building. The deposit will be returned via the Town of Liberty monthly voucher system. The building must be left in the same condition it was found. Failure to do so will result in forfeiture of clean-up deposit.
 - 2) The building is available to any Town of Liberty group or organization.
 - 3) NOT FOR PROFIT service groups/organizations *sponsored/co-sponsored* by the Town may use the building free of charge.
 - 4) Weekday meetings in the Senior Center may not begin until after **4:00 PM**.
 - 5) Night meetings must be completed by **10:00 PM**.
 - 6) Only light refreshments (coffee, tea, cookies, etc.) may be served at meetings in the **Senior Center Only**. **Use of the kitchen/equipment is not permitted.**
 - 7) A minimum of one week is required prior to reserving the building. The building is subject to availability. Parks & Recreation programs have priority over outside groups.
 - 8) The Parks & Recreation Director has the right to adjust or modify this agreement.
 - 9) Your group/organization is responsible for any vandalism/damage done to the building or its contents and will be held responsible for the cost of repairs or replacement.
 - 10) Prior to the room rental, the person in charge is required to pick up a key to the building during Park & Rec. Office hours and must return the keys as per instructed by Park & Rec. Staff.

I have read and understand the rules and regulations of the P&R Building Use and agree to the terms set forth by the Town of Liberty Board and Parks & Recreation Board.

Signature **Date**
Address: 119 North Main Street, Liberty, NY 12754 **Phone:** (845)292-7690 **Fax:** (845)292-3588