

**Village of Arkport Community Room
Application & Rules and Regulations**

Rules and Regulations for the use of the Village Hall Community Room/Kitchen

The Village of Arkport’s Community Room and kitchen are available to village residents, village organizations and non-residents. Reservations must be made prior to the event through the office of the Village Clerk and may be subject to approval by the Board of Trustees.

Village Office Hours are Monday – Thursday from 9 AM to 1 PM Office: (607) 295-7346
Mail in application accompanied with deposit check is permissible
Village of Arkport, PO Box 465, Arkport, NY 14807-0465

Reservations:

1. Application and **security deposit** of **\$50.00** must be received by the Village Clerk to reserve the event. Payment form of cash, check or money order is accepted. Sorry, we cannot accept credit or debit payments at this time.
2. FEES: Village Residents - **\$75.00** for the use of the hall/kitchen
Non-Residents - **\$100.00** for the use of the hall/kitchen
3. The cost of any damage and repair in excess of the security deposit will be billed to the permitted.
4. Keys **Must** be picked up by Thursday before your reservation.
5. Key must be returned to the Village Office on the following business day after the event. A drop box is located in the front of the Village Hall building. Failure to comply will forfeit the security deposit.

Rules: PLEASE SEE REVERSE SIDE

Cancellation: Must be made 10 days prior to your event to receive refund of deposit. If cancelled 9 days or less the deposit is non-refundable.

Fill out the information requested, sign as indicated, and return to the Village Clerk’s Office.

Date and Time Facilities Requested: Date: _____ Time: _____

User: _____ Phone: _____
Name Email

Mailing Address: _____

Community Room Payment: \$ _____ Cash _____ Check# _____ Key# _____ Return Date _____

Community Room Deposit: \$ 50.00 Cash _____ Check# _____ Deposit Returned Date _____

→ I hereby agree to comply with the rules and regulations as stated above. PLEASE SIGN BELOW:

(SIGNATURE)

(DATE SIGNED)

Village of Arkport Community Room
Rules and Regulations

It is our pleasure to host your event. In order to continue to provide space for community events, we ask that you adhere to the following rules to keep our facility presentable for future events.

- 1.) **NO SMOKING** ALLOWED ON THE PREMISES.
- 2.) **NO ALCOHOLIC BEVERAGES** ARE ALLOWED ON THE PREMISES.
- 3.) **NO DECORATIONS** MAY BE TAPED, PINNED, OR FASTENED TO ANY WALL.
- 4.) **THE KITCHEN MUST** BE LEFT IN A NEAT AND TIDY CONDITION (FLOORS SWEEPED, GARBAGE AND ALL FOOD REMOVED FROM BUILDING – THERE IS A BROOM AND DUSTPAN IN ROOM OFF OF THE KITCHEN FOR YOUR USE IN CLEANING UP).
- 5.) **REFRIGERATORS AND STOVE MUST** BE WIPED CLEAN OF ANY SPILLS.
- 6.) **ALL DISHES MUST** BE WASHED AND RETURNED TO THEIR ORIGINAL SPOT (COST OF REPLACING ANY MISSING ITEMS WILL BE CHARGED TO THE PERMITTED).
- 7.) **THE COMMUNITY HALL MUST** BE LEFT NEAT AND TIDY (ALL TABLES WASHED, ALL CHAIRS AND TABLES STACKED. CONFETTI, PAPERS, ETC. PICKED UP FROM CARPET – THERE IS A VACUUM CLEANER IN THE ROOM OFF OF THE KITCHEN FOR YOUR USE IN CLEANING UP).
- 8.) **ACCIDENTS ARE UNDERSTANDABLE** SO PLEASE REPORT ANY DAMAGE THE NEXT BUSINESS DAY TO THE VILLAGE CLERK (THIS MAY AVOID A CHARGE).
- 9.) **PREMISE IS TO BE CLEARED PROMPTLY** ACCORDING TO THE HOURS OF YOUR RESERVATION.
- 10.) **THIS RESERVATION ALLOWS ACCESS TO THE COMMUNITY ROOM FOR THE DAY OF THE EVENT ONLY.** IF NEED/WANT ACCESS TO THE ROOM EARLY (DAY BEFORE) TO DECORATE, AN ADDITIONAL FEE WILL BE ASSESSED.
- 11.) **FAILURE TO COMPLY WILL RESULT IN FORFEITURE OF THE DEPOSIT.**

IN THE EVENT OF AN EMERGENCY CONTACT:

Theo Jane Holder - Clerk 607-382-6195
Bonnie Dungan – Deputy Clerk -607-382-5118

POLICE/AMBULANCE/FIRE-----911