Town of DeWitt Recreation Department
5400 Butternut Drive, East Syracuse, New York 13057
(315) 446-3910 x 9 *townofdewitt.recdesk.com*

Recreation Activity Room Rental Form

5400 Butternut Drive, East Syracuse, NY

Maximum Capacity: 25 people

Rental Rate
$10/hour

Rental Date(s)_____

Start Time_____ **End Time**_____ **Total Hours**_____

Number Attending _____ **Purpose of Request** _____

Contact Person (on-site during use) _____

Date of Birth _____ **Cell** _____ **Home** _____
(Must be 21 or over)

Contact Address _____
Street City Zip

Email _____

Organization (if applicable) _____ **Phone** _____

TERMS OF USE

Please read all terms carefully before signing contract.

1. **Facility must be left clean**
2. Tables/chairs must be returned to storage area.
3. The use of staples, tacks, push pins, or tape on the walls, ceiling, or furniture is prohibited.
4. The use of glitter or confetti is prohibited.
5. Premises are video monitored.
6. Trash must be placed in a garbage can. Recyclables should be placed in the blue bin.
7. **Rental time includes set up and clean up**. Additional hours are not permitted.
8. Alcohol is NOT permitted on the premises. Alcohol consumption will result in loss of security deposit.
9. The person listed on this form and signing as representing the above named group is legally responsible for any and all actions of group members while they are in a Town of DeWitt facility. This person will be held financially responsible for any and all damages to the property caused by a member of their group. This person is responsible for their group's adherence to

all permit regulations and is responsible for ensuring that the facility is thoroughly cleaned and left in the proper condition.

10. This permit is for the period shown and is subject to all the rules and regulations of the Town of DeWitt. The Town will not guarantee accommodations for more than the numbers indicated.
11. A $20 fee will be assessed for any returned checks.
12. Bounce houses/other inflatables are not permitted inside the Activity Room.
13. Fog/smoke machines are not permitted inside the Activity Room.
14. Certificate of insurance may be required.
15. No advertising of event without permission from Town of DeWitt.
16. No admission fee may be imposed without prior written permission from the Town of DeWitt.
17. The selling of any items is prohibited without a permit from the Town of DeWitt.
18. The Town reserves the right to void the permit should facility become unavailable for any reason.
19. Compliance with all applicable laws and regulations of the State of New York, the Town of DeWitt, and Onondaga County Health Department is a requirement of the permit holder.
20. Security deposit will be returned by mail after the facility has been inspected, found in order, and the fob has been returned. Failure to return the key fob will result in loss of security deposit.
21. The undersigned hereby acknowledges that they have read, understands, and agrees to comply with the above terms and conditions. The failure to abide by these terms will result in the retention of the security deposit. The undersigned further verifies that they are 21 years of age or older and assumes all responsibility for the action of the above group.

I, _____, hereby request reservation of the Town of DeWitt facility named
above, for the date(s), times and purpose shown. I certify that I understand and agree to the terms of use. I further agree to hold harmless the Town of DeWitt, its officers and employees, in any claim of personal injury or property damage in any way arising from use of this facility.

_____ _____

Permit Holder's Signature (signature must be same as name of reservation form) Date

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For Office Use Only

Notes _____

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Total Paid_____ Date _____ Key/Fob # _____ Issued _____ Returned _____