



FACILITY REQUEST FORM

Name of Group / Organization: _____

Contact Person: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Address: _____

Mailing Address (if different from above): _____

Program Name / Type: _____

Day(s) of Week: _____

Requested Date(s): _____

Time: _____

We request the use of the:

- Gymnasium Classroom #1 Kitchen
 Classroom #2 Classroom #3 Classroom #4
 Classroom #5

Is your program open to the public? Yes No

Does your program require advanced registration? Yes No

Signature of Responsible Party

Date

A required rental deposit is due upon submission of FACILITY REQUEST FORM, FACILITY RENTAL AGREEMENT and FACILITY RENTAL CONTRACT.



FACILITY RENTAL AGREEMENT

WHEREAS, _____ (User) wishes to use the facilities of the Ballston Area Community Center, specifically the rooms designated above, as well as for the sole purposes stated above; and WHEREAS, the Ballston Area Community Center agrees to allow such use.

NOW, THEREFORE, in consideration of the hourly rental fee paid by the User and other good and valuable consideration, the parties hereto agree as follows:

1. The User must provide written proof of liability insurance of limits not less than One Million (\$1,000,000.00) Dollars per occurrence written by a company licensed to do business in New York State, and acceptable to the Ballston Area Community Center.
2. Ballston Area Community Center will be named additionally insured on such policy.
3. The User shall at all times indemnify, defend, and hold Ballston Area Community Center, their parent, affiliates, directors, employees, officers, agents, underlying carriers, and sub contractors, granting agencies, participants and the like, harmless from injury to person or property claim, loss or damages whatsoever, however incurred, including actual attorney's fees resulting from User's use of the property and facilities of the Ballston Area Community Center.
4. The User at all times will indemnify, defend, and hold the Ballston Area Community Center, it affiliates, employees, directors, trustees, officers, agents, underlying carriers and sub contractors, granting agencies, participants and the like, harmless from any injury and all to person or property, claim, loss or damages of any kind, whatsoever, and however incurred, including actual attorney's fees, resulting from User's use of the property and facilities of the Ballston Area Community Center.
5. Absolutely no illegal substances of any kind are permitted on the property of the Ballston Area Community Center including, but not limited to, alcohol and tobacco.
6. No street shoes are allowed to be worn in the gym.
7. A list of Rules and Regulations governing conduct of persons on Ballston Area Community Center property is attached hereto marked as Exhibit "A" and is reference made a part hereof.

Date

Signature of Responsible Party



Please complete and Notarize this form:

Date

By: _____

Witness

Signature of Responsible Party

Witness

STATE OF NEW YORK)
COUNTY OF SARATOGA) ss.:

On this _____ day of _____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, a personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public



FACILITY RENTAL GUIDELINES

1. Alcohol and illegal substances is strictly forbidden in or on Ballston Area Community Center property.
2. All surface areas in rental rooms must be clean of debris and wiped down with provided cleaning solution if applicable.
3. All floors in rental rooms must be swept clean of debris and washed if applicable. This includes hallways if two or more rooms are being rented at one time.
4. If gymnasium is being rented please pick up all balls and gym equipment prior to leaving the facility.
5. Garbage must be removed from all rental rooms and placed in the outdoor garbage receptacle.
6. If kitchen facility is used with room rental, all dishes must be washed and put away, countertops clean of debris and wiped down, floors swept, oven clean of any mess and garbage removed to outdoor receptacle.

(Please be aware of PEANUT Allergies in our facility)

As the **responsible individual** for the rental party as outlined in the FACILITY REQUEST FORM and THE FACILITY RENTAL AGREEMENT, I have read and understand the following conditions of rental for the Ballston Area Community Center facility and/or grounds.

Signature

Date



Exhibit A:

Rules and Regulations

The following rules and regulations have been established to ensure a safe and enjoyable atmosphere here at the Center. Unacceptable behavior or disruptive conduct will result in restriction from the use of the Center. Unacceptable behavior shall consist of, but shall not be limited to the following:

1. Fighting or dangerous horseplay.
2. Destruction of Center property.
3. Threatening bodily harm to another member of the Center or staff.
4. Attempts to disrupt any program or activity at the Center.
5. Having in his or her possession any weapon.
6. Sell, offer to sell, or purchase, on the Center property, any drug prohibited by law.
7. Theft of Center property or theft from any other person attending the Center.
8. Violation of common decency or morality.
9. Use of abusive or threatening language.
10. The use of alcohol beverages and other drugs.
11. Smoking in Non-Designated areas.

Restrictions:

* A person shall be restricted from the use of the Center for infraction of the rules. A person cannot take part in any Center Activities (regular hours, dances, fundraisers, etc.)

* A restricted person must leave the building and surrounding areas and cannot return until the end of their restriction period.

* If at any time a person ignores the restriction and attempts to come into the Center and the surrounding area the authorities will be contacted.

_____ has been restricted from the Center until _____ for the following reasons:

_____ Date

_____ Staff