

Reservations / Questions: 279-3461 ext. 104

Today's Date: _____

TOWN OF BRUNSWICK APPLICATION FOR USE BRUNSWICK FAMILY COMMUNITY CENTER

Date of Event: _____ Route 7 Sign: _____

Name of Applicant or Organization: _____

Address: (*Applicant must be a Town of Brunswick resident and in attendance for the entire function*)

Telephone (Daytime) _____ (Evening) _____

Hours of Use: From _____ To _____ *please note: Center is available for use between the hours of 10:00 a.m. and 6:00 p.m. Start time is when you will arrive to set up. You will be personally met at the center. Therefore, your timely arrival is important.*

Purpose of Use: _____

Is an admission fee charged? _____ If so amount of fee? _____
What will proceeds be used for? _____

Total Participants Expected: _____ Adults: _____ Children: _____ (*Adult supervision required*)

Folding tables and chairs are supplied. The tables are 8' long and will comfortably seat 8 using the ends. Tablecloths (you supply) should be 54"x108".

Also available for your use: Stovetop / Oven (re-heating only), Microwave, Coffee Urn (42 cup), Refrigerator, & Sink. Special request: _____
Note: An additional fee may be incurred depending upon your special request.

A fee of \$200.00 is charged for all private uses of the facility. Please make checks payable to the Town of Brunswick.

Signature of Applicant _____ Title _____

Print Name _____ Address _____

PLEASE READ THE ATTACHED FACILITY RULES AND REGULATIONS

FOR TOWN OFFICE USE

Date Paid: _____
Check # _____ Cash _____
Amount: _____ Initial _____

Brunswick Family Community Center Rules & Regulations

Residents and organizations wishing to use the Brunswick Family Community Center shall first apply to the Town Clerk on the prescribed form. The reservation is not confirmed until this application and fee are received by the Town Clerk. The fee for use of the facility, as established by the Town Board, is \$200.00. The Town Board of Brunswick or designee has final authority on approval. If the application is denied, the fee will be returned or refunded.

Residents and organizations using the facilities must clean up afterwards. No exceptions.

Alcoholic beverages or intoxicants of any kind are prohibited.

Smoking is not allowed inside the building.

Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be asked to leave the premises, and shall forfeit any fee or deposit paid. In appropriate cases, the police will be called.

Any damage to Town of Brunswick property shall be promptly repaired at the user's expense. No exceptions.

Town property may not be altered or removed from the premises.

Activity shall be restricted to the specific area for which permission is granted. The activity shall not extend beyond the hours approved in the request. (*The Center is available from 10:00 a.m. to 6:00 p.m. for private parties*).

The person in charge of the activity (*the resident or organization representative*) shall be present before the activity is due to start and remain with the group until all have gone.

Any activity involving youth less than 18 years of age requires the presence of adequate adult supervision at all times.

In the event of inclement weather, the Facility Director or their designee has the final authority on whether facilities are usable.

When special arrangements must be made for assistance in preparing for an event, the approval of the Facility Director of such arrangements must be obtained at least forty-eight (48) hours before the event. A charge may be made for the service.

The approval of the use of facilities is revocable at any time by Facility Director.

Brunswick Family Community Center
18 Keyes Lane

The Town of Brunswick is very proud of this facility and we strive to maintain it in excellent condition for the enjoyment of our residents. To help us keep it this way we ask you to PLEASE:

Keep feet off chairs and people off tables.

Do not drag tables or chairs across the floor for positioning. Lift them to put in place.

Return extra chairs and tables removed from the storage closets.

Do not cook from scratch. Re-heat cooked foods only.

Do not put any hot pans or containers on counters or tables without hot pads under them.

Do not remove anything from the kitchen. Items in the cabinets belong to other organizations.

Clean tabletops, appliances and counter surfaces.

No confetti.

Do not use tape or hang anything from the ceiling or fixtures.

Use garbage containers provided. Extra garbage in bags may be left in the hallway by the kitchen.

No running or jumping in the building. Children must be supervised.

Leave windows and doors closed. The center is climate controlled.

Do not raise or lower the fabric window shades.

No activity around the pond or gazebo unless supervised and accompanied by an adult.

Thank you!

FACILITY USE/HOLD HARMLESS AGREEMENT

(Name or Name of Organization): _____

does hereby covenant and agree to defend, indemnify and hold harmless the **Town of Brunswick**, its Town Board, and its agents, servants, officers and employees, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the property, facilities and/or services of the **Town of Brunswick** by the (Name or Name of Organization): _____

and / or the activities, functions, events affairs or proceedings of (Name or Name of Organization): _____

The undersigned is over 18 years of age, and has been duly authorized and empowered by the organization or entity named above to execute this Agreement on behalf of said organization or entity. They have read this form, and the attached rules and regulations, and the application form. They agree to comply with the attached rules and regulations in all respects and certifies that the information set forth in the application is true and correct in all respects.

Signature of Organization Representative

Address

Print Name

Telephone

ACKNOWLEDGEMENT

STATE OF NEW YORK)
COUNTY OF RENSSELAER) SS.:

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared, _____, personally known to me, or proved to me on the basis of satisfactory evidence, to be the individuals whose names are subscribed to the within instrument and acknowledge to me that they executed the same in their capacities, and that by their signatures on the instrument, the individual or the person upon behalf of which the individuals acted, executed the instrument.

Notary Public, State of New York