

# JORDAN-ELBRIDGE COMMUNITY CENTER

Route 31 • PO Box 568 • Jordan, NY 13080 • (315) 689-6217  
www.townofelbridge.com

## FACILITY USE RULES & REGULATIONS

- The Community Center is available for rental for recreational or social uses to Town of Elbridge residents.
- Upon application the Town Board reserves the right to waive rental fees for religious, charitable and public service non-profit organizations.
- Assistant Recreation Director/Senior Coordinator will be responsible for scheduling rentals at a rate schedule established by the Town Board.
- A security deposit in addition to the rental rate will be required.
- At the conclusion of all activities/functions the renter/user will be responsible for cleanup (see checklist on reverse side).
- The Community Center personnel will complete an inspection of facilities after scheduled activity/function before deposit is refunded.
- If rules are not adhered to, the deposit will be forfeited.
- An Insurance Certificate may be required upon review by the Town Board. Groups utilizing the facilities on a regular basis should provide the Town with a Certificate of Insurance.
- No open flames permitted.
- No tape or pins shall be attached to walls, lights, doorframes, etc. All decorations shall be limited to table or chairs and shall be removed completely at end of function.
- Any damage to facilities/equipment must be reported immediately. Moreover, renters/users may be held liable for any necessary repairs or item/equipment replacements. In the interest of all concerned "walk through" assessments will be conducted before, as well as after, scheduled events are held to avoid problem situations.
- Renters/users will be responsible for ensuring that all doors are locked, lights are turned out and the facility is as they found it.
- Adequate adult supervision must be provided for youth under 18 years of age at all times.
- All rules must be adhered to. At a minimum, these include the Code of Conduct and all posted interior/exterior safety related rules found on municipal grounds.
- In case of emergency, dial 911 for police, fire or ambulance by using the public telephone in the lobby.

**No alcohol • No Smoking • No decorating of walls or ceilings -- only Tables & Chairs may be decorated. Renter must remove all garbage from facility - You may put "event/meeting" trash in town dumpster.**

<p><b>ONE DAY RENTAL RATES – AS OF JANUARY 1, 2003</b> <b>Kitchen facilities are included</b></p> <p>___ Lion's Den (40 - 50 people) - \$75 plus \$50 security deposit</p> <p>___ Community Room (up to 100 people) - \$125 plus \$50 security deposit</p>	<p><b>Non-Profits (Meetings) - No Fee</b> <b>(Scouts, Lion's, Clubs, etc.)</b></p> <p>___ Lion's Den ___ Community Room</p> <p>Insurance Certificate Needed for these groups.</p>
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Date of Event _____	Time of Event _____	<b>See reverse side for Code of Conduct &amp; End-of-event checklist.</b>
Arrival/Setup time _____	Estimated Departure _____	
Name of Renter _____		Signature of Renter _____
Date _____	Phone: _____	E-mail _____
Address of Renter _____		

## CODE OF CONDUCT

**Alcohol and/or control substances are not allowed** on or in all municipal property. Possession/use of Alcohol and/or control substances on municipal property will result in removal and possible legal action.

The conduct of any illegal activities on municipal grounds will result in removal as well as possible prosecution.

Offensive behavior including profanity, objectionable language, disorderly conduct of any kind will not be tolerated and those violating this provision will be removed from the premises.

**This is a smoke-free facility.**



## Renter's End-of-Event or Meeting Checklist

- Dishes - wash, dried and put away
- Counters & sink cleaned
- No food or soda left in refrigerator
- Tables washed down...** remove any paper & tape
- Chairs up on tables
- Floors swept (kitchen & room)
- All garbage must be taken with renter. Recyclables (cleaned) go in blue bin.
- Be sure all doors are closed & locked.** Stand inside and close the door you are about to lock... the green light on the alarm system must be lit... if it isn't then a door is open somewhere in the building.

Questions - Call Robin Smart at J-E Community Center - 689-6217  
9 am - Noon / Monday - Friday