

**TOWN OF LYSANDER PARKS & RECREATION DEPARTMENT
COMMUNITY ROOM RESERVATION**

Date Reserved (Please Circle Day) **M T W TH F S S** ____ / ____ / ____ thru ____ / ____ / ____

Arrival Time ____ Departure Time ____ (Between the hours of 9 am and 8:30)

Field ____
Time ____
MAX 2 HRS

Rotary Pavilion ____ Electricity (\$10.00 fee) ____ Small Pavilion ____
(*Between 9:00 am and Dusk, not later than 8:30 pm)

Group Representative _____ Approximate # of People _____

Name of Group _____

Security Deposit Refund Check Should Be Issued To: _____

Address _____
(Where you would like your security deposit returned to)

City _____ State _____ Zip _____

Phone: (H) _____ (W) _____ (C) _____

Email Address _____

Responsible Person _____

**** Must Be On Site During Times Listed Above ****

TYPE OF EVENT: PICNIC GRADUATION REUNION BIRTHDAY PARTY
(Please Circle One)
MEETING OTHER _____

Sign the back of this form.

Submit it with a full payment to: Lysander Parks & Recreation, 8220 Loop Rd., Baldwinsville NY 13027.
Make your check payable to: **Lysander Parks & Recreation** or to pay by credit card please list a time and phone number to contact you between the hours of 9 a.m. and 4:30 p.m. here:

OFFICE USE ONLY

Sec. Deposit: \$ _____ Small Pavilion: \$ _____ Field: \$ _____

Room Fee: \$ _____ Rotary Pavilion: \$ _____ Electricity: \$ _____

Date Paid ____ / ____ / ____ Receipt Number # _____ Check or CC # _____

***Your reserved areas must be cleaned up & patrons ready to leave 30 minutes before closing!**

Park Attendant _____, Facility was / was not left in an acceptable manor

(Briefly Describe Issue)

Refund check # _____ Amount Refunded \$ _____ Issued on ____ / ____ / ____

LYSANDER PARK COMMUNITY ROOM & PAVILION INFORMATION

	<u>COMMUNITY ROOM*</u>	<u>ROTARY PAVILION</u>	<u>SMALL PAVILION</u>
	\$80.00 (week end rate)	\$60.00 (Up to 100 people)	\$40.00 (Up to 50 people)
	\$70.00 (week day rate, max 8 hours)	\$75.00 (Up to 150 people)	\$50.00 (Up to 100 people)
SECURITY DEPOSIT	\$100.00	\$25.00	\$25.00
MAX CAPACITY	50 people	150 people	100 people
TABLES	7 inside + 50 Chairs	8 inside, 3 outside	6 inside, 1 outside
BARBEQUE GRILL	1 + 1 Table	2	1
ELECTRICITY	YES	YES (additional fee of \$10.00)	NO
WATER	YES NOT FOR SPRINKLERS OR HOSING	YES (NOT FOR SPRINKLERS OR HOSING)	NO
*Also Included with the Community Room are a sink and small counter space.			
FIELD FEE (Same For All)	\$20 (Max 2 hr.)		
RESTROOMS	ARE LOCATED AT THE MAIN BUILDING		

NO ALCOHOL, WATER BALLOONS OR DOGS ALLOWED

NO SMOKING IN AND AROUND PAVILIONS, BUILDINGS AND PLAY AREAS

- 1) We only provide the items mentioned, all other supplies needed must be provided by the group reserving the facility.
- 2) Check in with the Park Attendant, they will unlock the room.
- 3) The “group” is responsible for returning the facility to its original set up when finished. Clean off tables, chairs sink and counters, remove decorations, chairs are to be placed on the tables, sweep all floors, pick up trash on the grounds and put the trash in receptacles etc. **To be sure of getting your security deposit returned you must have your area inspected by a park attendant before leaving.**
- 4) Close and lock all windows. Remove all food.
- 5) Propane grills may be brought in but must be located outside the room and pavilions.
- 6) Groups using the facility are expected to follow the Rules of the Park. (See attached)
- 7) Groups understand that they are entitled to exclusive use of the area they have reserved, but not the other park facilities, which are still open to the public.
- 8) **The following items are not permitted: Bounce Houses, Water Sprayers, candles or any open flame, tape, nails, tacks and glass containers.**
- 9) **Tents:** Permission may be granted for the erection of a tent, however, the request **must** be made thru the park office **prior** to booking your reservation.
- 10) **Caterers:** If a caterer is to be used, the office **must** know in advance.
- 11) **Closing: You must have a park attendant inspect your area before leaving if you want your security deposit returned.** If you are unsure of the closing time ask the attendant – all groups must be picked up & **ready to leave 30 minutes prior to closing.** Please be considerate of our park staff they would like to go home and do not get paid for you being late.
- 12) The Town of Lysander reserves the right to deny use of any and all park facilities in subsequent years based upon problems encountered with anyone renting or invited to a park area.

Cancellation / Refund Policy / Bounced Checks

Full refund minus (\$10.00) Administrative Fee - Four weeks in advance.

Half refund minus (\$10.00) Administrative Fee - Two weeks in advance.

NO Refund if you cancel **under 2 weeks or for inclement weather.**

Bounced check fee is \$20.00, if not paid before your event, your reservation will be cancelled.

I hereby acknowledge that I have read, understand and agree to comply with the park’s rules and policies. I further verify that I am 21 years of age or older and assume responsibility for the above group. I understand the Town of Lysander is providing the above listed group with use of the designated area so long as park rules are obeyed and that the Town reserves the right to refuse use of a park area for any reason. **I have read & understand the park rules, in particular that NO ALCOHOL, WATER BALLOONS or DOGS are allowed in the park and that there is NO SMOKING in the pavilion areas, and will enforce this with my group.**

Group Representative’s Signature & Date

Park Representative’s Signature & Date