

TOWN OF LYSANDER PARKS & RECREATION DEPARTMENT
 COMMUNITY ROOM RESERVATION APPLICATION

Sent to the Park



Dates: _____ Days: **M T W TH F S SU**

FIELD _____
TIME _____

Monday - Thursday: Arrival _____ AM/PM - Departure _____ AM/PM
 9:00 AM earliest allowable / 7:00 PM latest allowable

Friday, Saturday, Sunday, Holiday: Arrival _____ AM/PM - Departure _____ AM/PM
 9:00 AM earliest allowable / 7:00 PM latest allowable

NOT-FOR-PROFIT
Monday - Thursday ONLY: Arrival _____ AM/PM - Departure _____ AM/PM
 9:00 AM earliest allowable / 7:00 PM latest allowable

Group Representative _____ Approximate # of People _____

Name of Group _____

Cleaning 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 (check one): PICNIC GRADUATION MEETING REUNION
 BIRTHDAY PARTY OTHER: _____

<u>MONDAY – THURSDAY (first 2-hrs., minimum):</u>	<u>\$50.00+</u>
<u>FRIDAY, SATURDAY, SUNDAY, HOLIDAY (first 2-hrs., minimum):</u>	<u>\$100.00+</u>
NOT-FOR-PROFIT	
<u>MONDAY – THURSDAY (first 2-hrs., minimum):</u>	<u>\$30.00+</u>
<u>EACH ADDITIONAL HOUR</u>	<u>\$30.00</u>
<u>REFUNDABLE CLEANING DEPOSIT</u>	<u>\$50.00</u>
<u>MAXIMUM CAPACITY</u>	<u>50 people</u>
<u>TABLES & CHAIRS</u>	<u>7 & 50</u>
<u>BBQ GRILL & PICNIC TABLE</u>	<u>1 & 1</u>
<u>ELECTRICITY</u>	<u>INCLUDED</u>
<u>WATER not for use to spray, operate a sprinkler, or fill water balloons</u>	<u>INCLUDED</u>
<u>AIR CONDITIONING</u>	<u>INCLUDED</u>
<u>ATHLETIC FIELD</u>	<u>\$15.00/hr.</u>
<u>SPORTS COURTS (Pickleball, Tennis, Basketball)</u>	<u>\$15.00/hr.</u>

1. Check in with the Park Attendant upon arrival.
2. Items provided include: picnic tables, BBQ grills, tables & chairs, garbage containers & bags, broom & dust pan, vacuum, disinfectant/degreaser spray & paper towels, all other supplies needed must be provided by the group reserving the facility.
3. The "group" is responsible for returning the facility to its original set-up. Remove all food, clean off tables, chairs, sink and counters, remove decorations, sweep all floors, pick up trash on the grounds and put the trash in receptacles etc. Picnic tables moved from under a pavilion should be returned. To guarantee the refund of the cleaning deposit the facility must be inspected prior to departure by a Park Attendant.
4. Propane grills may be brought into the park, but must be located outside the pavilions, or community room.
5. Close and lock all windows.
6. All pavilion users must read and follow ALL Lysander Park Rules & Regulations. (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. Caterers: Must be pre-approved by the Parks and Recreation Department, obtain a 1-day Town of Lysander Vendor Permit, possess a current permit from the Onondaga County Health Department, possess a current inspection report from the New York State Department of Health, provide a Certificate of Liability Insurance naming the Town of Lysander as additionally insured.
9. Closing: check with Park Attendant for closing time – all groups must be picked up and ready to leave 30 minutes prior to closing.
10. Possession and consumption of all alcohol, intoxicants, tobacco, and vapor products is prohibited.
11. Water Balloons, Bounce Houses, Tents, Water Sprayers, Candles or any Open Flame, Tape, Nails, Tacks and Glass containers are PROHIBITED.
12. The Town of Lysander reserves the right to deny the use of any and all park facilities in future requests based upon problems encountered with anyone renting or invited to a park area.

Cancellation / Refund Policy / Bounced Checks

Four weeks in advance - Full refund minus **(\$15.00)** Administrative Fee.

Two weeks in advance - Half refund minus **(\$15.00)** Administrative Fee.

Under 2 weeks or for inclement weather - **NO** Refund.

Bounced check fee is \$20.00. A reservation will be cancelled if not paid in full prior to the date of the event.

The completed application shall be submitted along with full payment, and all applicable documents to the Town of Lysander Parks and Recreation Department; 8220 Loop Road; Baldwinsville, New York 13027. Acceptable forms of payment include check, money order, certified check, or credit card payable to the Town of Lysander. All credit card payment is charged a processing fee of 2.65% or a minimum of \$3.00 by MuniPAY. To pay with a credit card please visit or call the Parks and Recreation Department office during posted business hours Monday – Friday, or provide below the best daytime telephone number to receive a call at:

I hereby acknowledge that this application is for the dates and times indicated above and is subject to all rules and regulations of the Lysander Parks and Recreation Department. I have read, understand and agree to comply with these rules and regulations. I further verify that I am 21 years of age or older and assume responsibility for the above-named organization. I understand the Town of Lysander is providing the above-named organization with use of the designated area and that the Town reserves the right to cancel or postpone any scheduled games or to refuse use for any reason.

Group Representative's Signature & Date

Park Representative's Signature & Date

* **OFFICE USE ONLY** *

Pavilion: \$ _____ Community Room: \$ _____ Field: \$ _____

Court: \$ _____ Cleaning Deposit: \$ _____ Additional Fees: \$ _____

Date Paid _____ Credit Transaction # _____ Check # _____

Park Attendant: _____, Facility ***WAS / WAS NOT*** left in an acceptable manor.

(Briefly Describe Issue)

Refund check # _____ **Amount Refunded \$** _____ **Issued on** _____