



TOWN OF BEEKMAN
 4 MAIN STREET
 POUGHQUAG, NEW YORK 12570-9601
 TEL: (845) 227-5783 • FAX: (845) 227-9685
 email: rec@townofbeekman.com



INSTRUCTOR COMMUNITY CENTER RENTAL APPLICATION AGREEMENT

Applicant's Last Name	First Name	Email
Home Phone	Cell Phone	Work Phone
Street	Town	State
	Zip	Approximate number of people expected: _____
		Maximum Capacity of Building: 165
Name of Class	Day(s) of Week	Class Times
		Fee Charged per class
Individual Class Dates		

BE VERY SPECIFIC WITH HOURS REQUESTED AS BUILDING ALARM WILL BE SET

RULES: The renter is the responsible for the actions of their attendees

- No smoking allowed in the building; there is a designated area outside on the north side of the building
- Propane grills are NOT permitted in the park; If charcoal grills are used they must be placed at least 10 feet from building on the paved area on the north side of the Community Center & use care when disposing of coals
- No alcohol allowed outside the building
- Any false AED, fire or security alarms set off will result in forfeiture of security deposit – PLEASE NOTE **the security alarm will go off if you use your key before or after your designated time**
- Use good judgment when decorating: nothing is to be stapled or tacked to walls, trim, doors, or ceiling
- Decorations and tape must be removed completely or a portion of security will be withheld
- All signs and/or balloons posted within the Town & Park must be removed within 24 hours or security deposit will be withheld
- Children must be supervised
- Follow the checklist sheet closely when cleaning up after event or class

FOR EMERGENCIES PLEASE CALL 845-742-4089 OR 877-0403.

I, the undersigned, agree that I accept full responsibility for all damages and/or loss of all properties and/or fixtures and agree to make restitution for said loss or damage at a cost to be determined by the Town of Beekman Town Board. I further agree to maintain an orderly function upon approval of application.

I, Further will indemnify the Town of Beekman, its officers, agents, employees, and subsidiary boards and commissions, and will hold the same harmless against any cause or claim arising out of my use of the Community Center. I, further agree to all rules/guidelines set forth in this "Rental Application Agreement" and the "Department of Recreation & Parks Policies and Procedures for Pubic Use of Facilities".

Applicant Signature _____ Date _____

FOR OFFICE USE ONLY:

FEE RECEIVED: _____ # of Classes x _____ \$ per class = _____ Total due Cash____ CK____ CK # _____

SECURITY = One day's rental: _____ Cash____ CK____ CK # _____

This application has been processed and placed on the event calendar for the dates requested

Authorized Signature _____