

Town of DeWitt Parks and Recreation Department
5400 Butternut Drive, East Syracuse, New York 13057
446-9250 x 9

www.townofdewitt.com or www.facebook.com/dewittparksandrecreation.com

DeWitt Community Room Rental Form
148 Sanders Creek Parkway, East Syracuse, NY

Rental Time Choice: 9:00am – 3:00pm OR 5:00pm – 11:00pm
(Rental time **INCLUDES** set-up and clean-up)

RENTAL RATES (Fee and security deposit due at time of reservation.)	Room Only		Room and Kitchen		Community Meeting* Room Only – 2 Hours	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Fee	\$100	\$150	\$175	\$225	\$40	\$60
Security Deposit	\$100	\$100	\$150	\$150	\$50	\$50
Total	\$200	\$250	\$325	\$375	\$90	\$110

***PLEASE NOTE: Community Meeting rate is available Monday – Thursday ONLY.**

Rentals are taken on a first come, first served basis. Completed paperwork and payment in the form of cash or check are required at the time of reservation. We do not accept credit/debit cards at this time.

ROOM AMENITIES

- **Room Size:** 2000 sq/ft
- **Capacity:** 125
- **Tables Available:** 18 – 6' & 7 – 4'x4'
- **Chairs Available:** 95
- **Speaker System/5 Disc CD Player**
- **Internet Access:** Wi-Fi is now available
Password provided with receipt.
- **Dumpster**
- **Brooms, mops, buckets**

KITCHEN AMENITIES

- **Industrial Refrigerator, Freezer, Sink, Oven, Convection Oven, Stove-Top, Coffee Maker**
- **Microwave**
- **Pass-Thru Window**
- **Serving Carts**
- **Hot/Cold Rolling Table**
- **Pot-Holders/Aprons**
- **Serving Utensils**

In Case of Emergency:

1. Dial 911 (your location is 148 Sanders Creek Parkway, DeWitt Community Room)
2. Key Access Problems: Karen 952-3306 or Therese 395-1220

To Do List

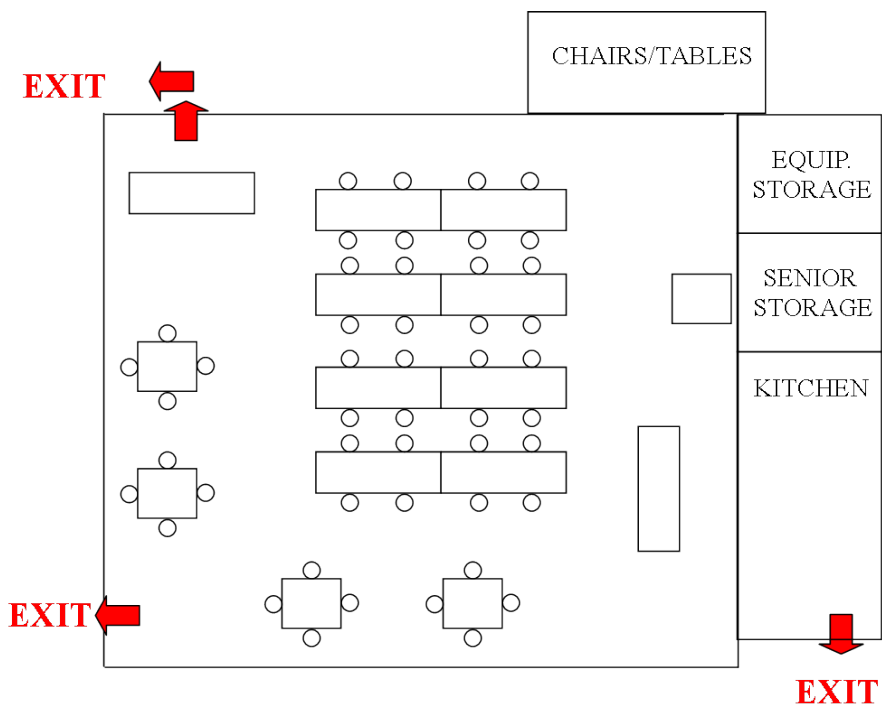
PLEASE COMPLETE THE FOLLOWING TASKS TO ENSURE A FULL REFUND OF YOUR SECURITY DEPOSIT.

- ___ **UNPLUG COFFEE MAKER**
- ___ **STOVES/FANS TURNED OFF**
- ___ **SINK DRAINS CLEANED**
- ___ **ALL KITCHEN SURFACES CLEANED**
- ___ **NO FOOD/DRINK LEFT IN REFRIGERATOR/FREEZER**

- ___ **EXTRA CHAIRS AND TABLES CLEANED AND PUT AWAY ON PROPER RACKS**
- ___ **TABLES AND CHAIRS CLEANED, RETURNED TO THE POSITIONS ON THE SET-UP CHART BELOW**
- ___ **DOORS & WINDOWS LOCKED**
- ___ **FLOORS SWEEPED AND SPOT MOPPED (SPILLS AND STICKY AREAS)**
- ___ **WALLS CHECKED FOR SPLASHES**
- ___ **NEW GARBAGE CAN LINER LEFT FOR NEXT RENTAL**
- ___ **RESTROOMS AND LOBBY LEFT CLEAN OF EVENT REMNANTS**
- ___ **ALL LIGHTS TURNED OFF**
- ___ **ALL RECYCLABLES PLACED AT CURB**
- ___ **ALL GARBAGE PLACED IN DUMPSTER**
- ___ **KEY FOBS AND KEYS MUST BE PLACED IN THE MAIL BOX IN THE LOBBY**
- ___ **PARKING LOT LEFT CLEAN OF EVENT REMNANTS**

POTS AND PANS ARE **NOT** AVAILABLE FOR PUBLIC USE.

**All extra chairs and tables must be put away and the room
Returned to configuration below.**



FAILURE TO COMPLY WITH ANY OF THE ABOVE TASKS MAY RESULT IN LOSS OF
SECURITY DEPOSIT.

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Rental Date: _____ Time: ☐ 9am-3pm OR ☐ 5pm-11pm Number Attending: _____
(Choose one)

Purpose of Request: _____

Room Only ☐

Room and Kitchen ☐

Contact Person (on-site during use): _____

Cell: _____ Home: _____ Work: _____

Contact Address: _____
Street City Zip

Organization (if applicable): _____ Phone: _____

Applicant must pick up a key/fob at the Recreation Office in DeWitt Town Hall 1-2 business days prior to the event between the hours of 8:00am & 4:00pm, Monday – Friday.

This does not permit you enter the room early, or drop off items ahead of your scheduled time.

TERMS OF USE:

1. Facility must be left in order or security deposit may be retained.
(Tables/chairs must be returned to the proper configuration as shown in this information packet.)
2. Please do not hang posters or decorations on the walls or ceiling. Please do not use staples, tacks, push pins, or tape on the walls or furniture, and please refrain from using glitter or confetti.
Acceptable products: Command Strips or Painters Tape (blue tape)
3. Trash must be removed and placed in the dumpster at the corner of the parking lot. Recyclables should be placed in the blue bin, and the bin placed at the curb. A new trash bag must be left in garbage can.
4. Applicant assumes responsibility for participants, spectators, AND any damages incurred.
5. To secure use of the kitchen applicant **MUST** receive training.
6. Certificate of insurance may be required.
7. No advertising of event without permission from Town of DeWitt.
8. The selling of any items is prohibited without a permit from the Town of DeWitt. No admission fee may be imposed without prior written permission from the Town of DeWitt.
9. This permit is for the period shown and is subject to all the rules and regulations of the Town of DeWitt. The Town will not guarantee accommodations for more than the numbers indicated. Returned checks will be assessed a \$33.00 fee.
10. **Cancellations and refunds will not be made unless permit holder notifies the Recreation Office in writing at least thirty (30) days before the reservation date or unless the area can be reserved by another group.**
11. The Town reserves the right to void the permit should facility become unavailable for any reason.

12. Compliance with all applicable laws and regulations of the State of New York, the Town of DeWitt, and Onondaga County Health Department is a requirement of the permit holder. If required, a copy of the certificate must be provided to the town.
13. The person listed on this form and signing as representing the above named group is legally responsible for any and all actions of group members while they are in a Town of DeWitt facility. This person will be held financially responsible for any and all damages to the property caused by a member of his/her group. This person is responsible for his/her group's adherence to all permit regulations including those pertaining to alcohol use, and is responsible for ensuring that the facility is thoroughly cleaned and left in the proper condition.
14. The security deposit will be returned by mail after the facility has been inspected, found in order, and the key/Fob has been returned.
15. The undersigned hereby acknowledges that he/she has read, understands, and agrees to comply with the above terms and conditions. The failure to abide by these terms will result in the retention of the security deposit. The undersigned further verifies that he/she is 21 years of age or older and assumes all responsibility for the action of the above group.
16. Extended use hours will be charged at the rate of \$15 for each additional hour.

Please note: Premises are video monitored

I, _____, hereby request reservation of the Town of DeWitt facility named above, for the date(s), times and purpose shown. I certify that I understand and agree to the terms of use. I further agree to hold harmless the Town of DeWitt, its officers and employees, in any claim of personal injury or property damage in any way arising from use of this facility.

☐ **Refund of security deposit is to be made payable to the person listed on this application and mailed to the address provided.**

X _____
Permit Holder's Signature (signature must be same as name of reservation form) _____ Date _____

For Office Use Only

If refund is to be made directly to an organization; list payable to: attention of: address: zip code:

Notes:

Total Paid: _____ Date: _____ Original Receipt # _____

Key/Fob # _____ Date Issued _____ Date Returned _____