



Ogden Parks and Recreation
269 Ogden Center Road Spencerport, NY 14559
(585) 617-6174 www.ogdenparksandrec.com



COMMUNITY CENTER RESERVATION RULES & REGULATIONS

NOTICE:

- Online reservations must be requested/made at least two weeks in advance of event date.
- Requests are processed by OPR Administration during business hours only. Requests are processed on first come-first served basis via the date and time of request submittal. Holidays/Office Closures may delay request approval/denial; please allow up to 5 business days for a response. Request will be approved or denied. If denied, the reason(s) why the request was denied will be stated. If approved, an invoice will be sent to your email.
- Payment must be made within 48 hours of request approval to secure reservation using cash, check, or credit card (Visa, Mastercard, Discover- additional processing fee applies). **FACILITIES ARE NOT RESERVED UNTIL PAYMENT IS MADE.**
- Please call 617-6174 to check availability (online calendar does not show availability). Facilities are closed all holidays. **FACILITIES CAN ONLY BE ENTERED ON THE DAY/TIME OF PERMIT.**
- Online requests/reservations must be completed by account holder. Applicant contact information must match applicant payment information.

Town owned buildings and facilities, when not in use for Town purposes may be used for recreational, civic, and educational purposes by the community in accordance with the policy outlined by the Ogden Town Board and the regulations herein provided.

1. **APPLICANT MUST BE 21 YEARS** of age or older and must be present during the activity and assume responsibilities for their guests.
2. **PERMIT IS NON-TRANSFERABLE.**
3. **FACILITY CANNOT BE ACCESSED** until time specified on permit. Requested rooms cannot be entered until time stated under *Start Time*. Requested rooms must be clean and vacant by the time stated under *End Time*. All rentals must end 30 minutes prior to building closing time. Hallways and foyers must always remain open and accessible to the public. OPR reserves the right to determine if additional set up/take down time is required.
4. **PERMIT IS ONLY FOR USE OF THE FACILITY SPECIFIED IN THE PERMIT FOR DATE/TIME SPECIFIED IN THE PERMIT.** All other areas of the community center remain open to the public and must not be affected by the permitted use. Fields/Courts/Play areas may be closed or unavailable. Discounts will not be provided during times of amenity closure.
5. **CANCELLATION/REFUND POLICY**
 - Refunds will only be given if cancellation is received in writing at least 21 days prior to rental date.
 - *No refunds* will be given if cancellation is made less than 21 days prior to rental date.
 - All refunds are subject to a \$25 processing fee, and town board approval. It may take 4-6 weeks to receive refund.
 - Any changes to the date on your permit are subject to a \$15 processing fee.
6. **INCLEMENT WEATHER**...in the event the Department/Town closes due to inclement weather, the building will be closed, and a refund/credit will be issued.
7. **FACILITIES WILL BE INSPECTED BEFORE AND AFTER EACH RENTAL.** Facility, equipment, and grounds must be in the same condition as prior to renting the facility. Should damages occur, the person signing this agreement will be billed the additional costs.
8. **ROOM SHALL BE LEFT EXACTLY AS IT WAS FOUND.** Special set-ups or take-downs will not be done without prior arrangements and payment.
9. **CONDUCT**...Sponsoring groups/organizations will insure that proper order is maintained and that the function reflects favorably upon the sponsor and the Town of Ogden.
10. **GYMNASIUM:** An adult chaperone must be in the gymnasium with children at all times. Children may not be left unaccompanied. The hallway door to the gymnasium must remain open during time period the gym is rented. Sneakers must be worn in the gym at all times. Certain activities/equipment are prohibited; submit requests on page 1 of this form, requests are subject to Director approval. Gym curtain will remain up during all times of rental.
11. **THE ATTENDANT ON DUTY** shall approve the use of any materials, equipment and footwear on the gymnasium floor.
12. **DECORATIONS:** Only free standing or table decorations are allowed. No tape, tacks, nails, staples, or glue. Fog, fog machines, bubbles, confetti, glitter, candles/open flame, straw or hay are not permitted. Balloons must be securely anchored. All decorations must be completely removed at end of rental. Decorations are **NOT ALLOWED** in public hallways or gymnasium. No signs or balloons are permitted on the Community Center sign/building.
13. **FOOD and BEVERAGE** are to be kept in multipurpose room #1 only. Popcorn machines, grills, fryers are not allowed. Usage of the refrigerator may be limited due to OPR program requirements and needs. Use of large or pull behind BBQ grills or smokers, portable grills, is not permitted without prior approval. Personal charcoal/gas grills may be used but are not allowed under any roof or inside any building. A protective surface under BBQs is required. Coals and grease must be safely removed from the park by the user and may not be dumped in the trash receptacle. Deep fryers are not permitted. Electric cords may not be run from the indoors to the outdoors.
14. **ALCOHOLIC BEVERAGES ARE NOT ALLOWED** at the Community Center.
15. **SMOKING and TOBACCO USE** is not permitted in or around Town Buildings.
16. **PETS** (with the exception of service animals) are not allowed in the community center. Petting zoos, animal presentations are not allowed without prior permission.
17. **ALL GARBAGE** is to be removed by the renter.
18. **TABLES AND CHAIRS** are to be cleaned after use. Tables and chairs must remain inside the building. Tables and chairs are not allowed in the gymnasium.

19. **CERTIFICATE OF INSURANCE NAMING THE TOWN OF OGDEN AS ADDITIONAL INSURED IS REQUIRED** for organized sports, team activities, music/dj/band, serving caterers, etc. Prior approval is required.
20. **GAMBLING** on Town property is not permitted except when prior-approval by the Town Board.
21. **NO FOOD OR MERCHANDISE** may be sold in Town recreational facilities or on Town property without written approval from the Town of Ogden Parks and Recreation Director. Food Trucks/Vendors are allowed with prior approval and separate application.
22. **TENTS** are not permitted on Community Center Grounds.
23. **ANIMALS** (with the exception of service animals) are not allowed in the Community Center. All pets must be leashed while on Community Center grounds, and cleaned up after. Ponies/Horses or petting zoos are not permitted.
24. **PARTICIPANTS** cannot be charged an additional fee for admission, participation, etc.
25. **WATER BALLOONS, RECREATIONAL WATER TOYS, POOLS, SLIP AND SLIDES, BOUNCE HOUSES, DUNK BOOTHS, AND OTHER AMUSEMENT APPARATUS (PERSONAL OR COMMERCIAL) ARE NOT ALLOWED.**
26. **OUTDOOR ACCESS** to water and electric is not available.
27. **PARKING LOTS ARE OPEN FOR ALL PARK USERS.** Vehicles must be parked in designated parking lot areas. Vehicles are not allowed on pathways, curbs, playing fields, or grass areas. Loading or unloading from vehicles must be done from designated parking lot areas only.
28. **FACILITIES MAY NOT BE USED FOR** personal gain or profit, religious purposes, sales promotion, social meetings, fundraising, or for the benefit of private individuals or commercial concerns engaged in marketing. A Special Events Use Request form may be required for some events.
29. **OPRD RESERVES THE RIGHT TO PROHIBIT CERTAIN ACTIVITIES/EVENTS ON TOWN GROUNDS.**
30. **THE TOWN OF OGDEN RESERVES THE RIGHT TO MODIFY OR CANCEL ANY AND ALL FUNCTIONS/RESERVATIONS** now or in the future based on local, state, or federal guidelines.

INDEMNIFICATION & HOLD HARMLESS AGREEMENT:

The applicant/group/organization hereby agrees to indemnify and hold harmless the Town of Ogden from any and all claims or actions based upon property damage, personal injury, or death resulting from any acts, omissions, or any other matter whatsoever of the above mentioned group/organization, its members, guests, and invitees, while on the premises of the Pineway Ponds Park located in the Town of Ogden.

This agreement shall include indemnity to the Town of Ogden for all costs, counsel fees, expenses or any other liability whatsoever, which may be incurred by the Town of Ogden as a result of the applicant/group/organization's use of the Town of Ogden facilities.