

## DeWitt Community Room Rental Information

### 148 Sanders Creek Parkway, East Syracuse, NY

**NOTE:** All rentals include access to the room, kitchen and all amenities listed below.

<b>Half Day Pricing</b>		
<b>Fees</b>	<b>DeWitt Resident</b>	<b>Non-Resident</b>
Rental Fee	\$250	\$300
Security Deposit	\$250	\$250
<b>Total Due at Reservation</b>	<b>\$500</b>	<b>\$550</b>

#### IMPORTANT INFORMATION

- **BOTH the rental fee and security deposit are due at time of reservation.**
- **Half Day Hours:** 9:00am – 3:00pm
- Rental time includes set-up and clean-up. No additional hours will be permitted.  
**Entering the room early or staying late will result in loss of security deposit.**

<b>ROOM AMENITIES</b>	<b>KITCHEN AMENITIES</b>
<ul style="list-style-type: none"> <li>• <b>Room Size:</b> 2000 sq/ft</li> <li>• <b>Capacity:</b> 50</li> <li>• <b>Tables:</b> 6' rectangle &amp; 4'x4'square</li> <li>• <b>Chairs:</b> 100</li> <li>• <b>Speaker System:</b> 5 Disc CD Player</li> <li>• <b>Internet Access:</b> Wi-Fi available</li> <li>• <b>Cleaning:</b> Dumpster, recycling bins, broom/dustpan</li> </ul>	<ul style="list-style-type: none"> <li>• Refrigerator, Freezer</li> <li>• Oven, Convection Oven, Stove-Top</li> <li>• Coffee Maker, Microwave</li> <li>• Sink</li> <li>• Pass-Thru Window</li> <li>• Serving Carts</li> <li>• Hot/Cold Rolling Table</li> </ul>

## DeWitt Community Room Rental Form

148 Sanders Creek Parkway, East Syracuse, NY  
Maximum Capacity: 65 people

**Rental Date** \_\_\_\_\_ **Time** 9:00am-3:00pm No other times currently available.

**Alcohol is NOT permitted on the premises. All rentals include access to the room and kitchen.**

**\*\*RENTAL TIME INCLUDES SET UP AND CLEAN UP. NO ADDITIONAL HOURS PERMITTED.\*\***

**Number Attending** \_\_\_\_\_ **Purpose of Request** \_\_\_\_\_  
(Max 65)

**Contact Person** (on-site during use) \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Cell** \_\_\_\_\_ **Home** \_\_\_\_\_  
(Must be 21 or over)

**Contact Address** \_\_\_\_\_  
Street City Zip

**APT #** (if applicable) \_\_\_\_\_ **Email** \_\_\_\_\_

**Organization** (if applicable) \_\_\_\_\_ **Phone** \_\_\_\_\_

**Return Deposit to** Contact Person Listed Above OR Person/Organization Listed Below

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_  
Street APT# City Zip

### TERMS OF USE

**Please read all terms carefully before signing contract.**

- Facility must be left in order and clean or security deposit may be retained.**
- Tables/chairs must be returned to the proper configuration as shown on provided diagram.
- The use of staples, tacks, push pins, or tape on the walls, ceiling, or furniture is prohibited and will result in loss of security deposit.
- The use of glitter or confetti is prohibited and will result in loss of security deposit.
- Premises are video monitored. Covering/tampering with cameras will result in loss of security deposit.
- Trash must be removed and placed in the dumpster at the corner of the parking lot. A new trash bag must be left in garbage can. Recyclables should be placed in the blue bin, and the bin placed at the curb.
- Alcohol is NOT permitted on the premises. Alcohol consumption will result in loss of security deposit.

8. Rental time (9am-3pm) **includes set up and clean up**. Additional hours are not permitted and will result in loss of security deposit.
9. Applicant must pick up a key fob at the Recreation Office 1-2 business days prior to rental between the hours of 8:00am and 4:00pm. Failure to pick up key fob will result in loss of security deposit.
10. 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 their group. This person is responsible for their group's adherence to all permit regulations and is responsible for ensuring that the facility is thoroughly cleaned and left in the proper condition.
11. 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.
12. A \$20 fee will be assessed for any returned checks.
13. Cancellations made at least thirty (30) days before the reservation date will receive a full refund. **Refunds are not guaranteed for cancellations made less than thirty (30) days before the reservation date.**
14. Bounce houses/other inflatables and fog/smoke machines are NOT permitted inside the Community Room.
15. Certificate of insurance may be required.
16. No advertising of event without permission from Town of DeWitt.
17. 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.
18. The Town reserves the right to void the permit should facility become unavailable for any reason.
19. 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.
20. Security deposit will be returned to the name and address provided by mail after the facility has been inspected, found in order, and the key fob has been returned. Failure to return the key fob will result in loss of security deposit. Refunds can take up to 30 days.
21. The undersigned hereby acknowledges that they have 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 they are 21 years of age or older and assumes all responsibility for the action of the above group.
22. **The undersigned hereby acknowledges the risks of a group gathering during the current pandemic and agrees to comply with all State, County and CDC guidelines regarding COVID-19 safety protocols. Facility use is at your own risk.**

I, \_\_\_\_\_, hereby request reservation of the Town of DeWitt facility named  
 \_\_\_\_\_  
 Print Name

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.

\_\_\_\_\_  
 Permit Holder's Signature (signature must be same as name of reservation form)

\_\_\_\_\_  
 Date

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**For Office Use Only**

Notes \_\_\_\_\_

Total Paid \_\_\_\_\_ Date \_\_\_\_\_ Key/Fob # \_\_\_\_\_ Issued \_\_\_\_\_ Returned \_\_\_\_\_