

Town of DeWitt Recreation Department
5400 Butternut Drive, East Syracuse, New York 13057
(315) 446-3910 x 9 www.townofdewitt.com

DeWitt Community Room Rental Information

148 Sanders Creek Parkway, East Syracuse, NY

The DeWitt Community Room is available for **Town of DeWitt Residents** to rent* when it is not being used for Town functions. All rentals include access to the room, kitchen and all amenities listed below. To check room availability, visit townofdewitt.recdesk.com or call the Recreation Office at (315) 446-3910 x 9.

Maximum Capacity: 100 people

Rental Date _____ **Time** ☐ 9:00am-2:00pm ☐ 5:00-10:00pm ☐ 9:00am-10:00pm

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 100)

Contact Person (on-site during use) _____

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

Contact Address _____
Street City Zip

Email _____

Organization (if applicable) _____ **Phone** _____

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

Name _____ **Phone** _____

Address _____
Street City Zip

***PLEASE NOTE**
Community Room Rentals are CLOSED each month
after the Third Friday of the month prior

Dewitt Community Residents Rental Rates

Fees	Half Day	Full Day
Rental Fee	\$250	\$475
Security Deposit	\$250	\$350
Total Due at Reservation	\$500	\$825

IMPORTANT INFORMATION

- **BOTH the rental fee and security deposit are due at time of reservation.**
- **Half Day Hours:** 9:00AM – 2:00PM OR 5:00PM – 10:00PM
- **Full Day Hours:** 9:00AM – 10:00PM
- 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.**

ROOM AMENITIES

- **Room Size:** 2000 sq/ft
- **Capacity:** 100
- **Tables:** 6' rectangle & 4'x4'square
- **Chairs:** 90
- **Speaker System:** 5 Disc CD Player
- **Internet Access:** Wi-Fi available
- **Cleaning:** Dumpster, recycling bins, broom/dustpan

KITCHEN AMENITIES

- Refrigerator, Freezer
- Oven, Convection Oven, tove-Top
- Coffee Maker, Microwave
- Sink
- Pass-Thru Window
- Serving Carts
- Hot/Cold Rolling Table

TERMS OF USE

Please read all terms of use carefully before signing contract. Failure to abide by these terms may result cancellation of the rental, loss of security deposit and/or the inability to make future reservations.

1. **Facility must be left in order and clean or security deposit will be retained.**
2. Tables/chairs must be returned to the proper configuration as shown on provided diagram.
3. 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.
4. The use of glitter or confetti is prohibited and will result in loss of security deposit.
5. **Premises are video monitored.** Covering/tampering with cameras will result in loss of security deposit.
6. 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.
7. Alcohol is NOT permitted on the premises. Alcohol consumption will result in loss of security deposit.
8. Rental time (9AM-2PM, 5PM-10PM or 9AM-10PM) **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 are NOT permitted inside the Community Room.
15. Fog/smoke machines are NOT permitted inside the Community Room.
16. Certificate of insurance may be required.
17. No advertising of event without permission from Town of DeWitt.
18. No admission fee may be imposed without prior written permission from the Town of DeWitt.
19. The selling of any items is prohibited without a permit from the Town of DeWitt.
20. The Town reserves the right to void the permit should facility become unavailable for any reason.
21. Compliance with all applicable laws, guidelines and regulations of the State of New York, the Town of DeWitt, and Onondaga County Health Department is a requirement of the permit holder.
22. Security deposit will be returned 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.
23. 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.

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

For Office Use Only

Notes _____

Total Paid _____ Date _____ Key/Fob # _____ Issued _____ Returned _____