



Town of East Fishkill Recreation

5 Old Lime Kiln Road, Hopewell Junction, New York 12533

845-226-8395 ph ~ 845-223-5581 fax

Recreation1@eastfishkillny.org ~ www.eastfishkillny.org

Facility Use Rental Form EFR-110

Facility: _____

Date of Event: _____

Type of Event: _____

Start Time: _____ End Time: _____

(6 hour rental including setup and clean up)

Contact Person: _____

Address: _____

Contact Email: _____

Home Phone Number: _____ Cell Phone Number: _____

Rental Fee _____

Security Deposit (Cash Only) _____

Issued by: _____

Date Issued: _____

Security Deposit returned on: _____

(Date)

Received By: _____

(Signature)

Rental Locations:

Community Center
890 Route 82
Hopewell, NY 12533

Lime Kiln Tent
5 Old Lime Kiln Road
Hopewell, NY 12533

E.F. Pavilion (Stage)
392 Route 376
Hopewell, NY 12533

Maintenance Supervisor: Butch Kidney 845-416-0633

Form EFR-110
Rev 1/2019

EAST FISHKILL COMMUNITY CENTER

RENTAL POLICY FOR PARTIES

The scheduling of meetings and events at the East Fishkill Community Center must be submitted and approved through the East Fishkill Recreation Office.

MANAGEMENT AND GENERAL RULES OF OPERATION

- 1.** Booking calendar closes the last day of previous month. Requests for **scheduled** dates and hours for the facility must be submitted to East Fishkill Recreation Department.
- 2.** Organizations/Individuals using the Community Center must abide by all the building rules and regulations such as emergency evacuation procedures, building limit capacity, **no alcoholic beverages or other illegal substances, no smoking**, responsibility for the care and upkeep of building furnishings and supplies.
- 3.** Facility closes 9:00pm, occupancy after 9:00pm is prohibited.
- 4.** **A 72 hour notification** of cancellation is required by submitting Form EFR-108, or subject to \$100 penalty fee.
- 5.** No decorations are allowed on the walls or ceilings at any time.
- 6.** All chairs must be returned to the storage closet and tables set back up as previously arranged.
- 7.** The Community Center is expected to be left in the same condition as it was upon arrival.
- 8.** A copy of the renters current Homeowner's Insurance **title page** is required.
- 9.** All non-profits must provide a copy of the exempt certificate (Federal 501C3, NYS tax exempt Form st-119.1)
- 10.** Renters are prohibited from accessing the second floor and its' facilities unless otherwise assigned.
- 11.** Security deposit is to be paid in **cash** only.

All fees, guidelines, and rules are subject to change.

Scheduling of the Community Center is subject to change when the Recreation Department deems it necessary. (i.e., emergencies, maintenance issues, conflicts, and special events, etc.)

Closings will follow the WCSD calendar: Weather related cancellations/early dismissals, etc.
Please call 845-226-8395 for information.

Renter Signature: _____ Date: _____

Recreation Signature: *Bill Green , Recreation Director* Date: _____