

TOWN OF FULTON

COMMUNITY ROOM USAGE AGREEMENT

Agreement:

As the responsible party, I agree to abide by the terms and conditions set forth for use of the Community Room and Town Facility.

- The Town of Fulton reserves the right to retain the deposit upon their discretion. Any additional cleaning, missing items, or damage in excess of the \$50.00 deposit will be billed to the responsible party.
- The responsible party will ensure that use of the Town facility and premises will be respectful and retain a code of conduct.
- The Town of Fulton is a drug, alcohol, and tobacco-free facility. Any use is prohibited.
- It is the discretion of the town to cancel any requests if deemed necessary.
- In the event of inclement weather, room in the parking lot area must be left for highway vehicles to access the sand bunker
- Individual can bring in more tables and chairs as needed
- The key to the building needs to be picked up at the Town Clerk's Office during normal open hours the week of rental.
- Bring your own trash bags; removal and disposal of all garbage is your responsibility
- Maximum Occupancy: 92
- No pets allowed in the building

Responsible Party:

Name: _____

Address: _____

Phone: _____

Date of Use: _____

Time of Use: _____

Date of Application: _____

Signature: _____

Town Contacts:

Send Application & Deposit to:

Town Clerk Dawn Skowfoe
1168 Bear Ladder Rd,
West Fulton, NY 12194
(518) 827-6365 – office

Building issues day of event contact:

Hwy Superintendent William D. Jaycox Jr.
(518) 231-9485 OR
Supervisor Phil Skowfoe (518) 827-4896

Town Amenities:

- 7 Rectangular Tables
- 40 Metal Chairs
- Kitchen Items: including stove, refrigerator/freezer, small microwave
- Cleaning Items (located under sink)

Checklist for Return:

- Community Room, Kitchen Area and Bathrooms are properly cleaned
- Tables & chairs are wiped down
- All amenities are accounted for and returned to pre-use condition (i.e.- chairs should be put away on cart)
- Any items brought in are to be taken out (i.e.-food, decorations, trash, etc.)
- All kitchen appliances are turned off
- Lights are turned off
- Heat is returned to 60F
- All trash is removed
- Doors are locked
- Key is returned (placed in night-drop box inside front door entrance)

Deposit Amount Received:

\$ _____

- Cash
- Check # _____

Payable to: Town of Fulton

Note: Your deposit will be returned by mail, after the building is inspected.

Deposit Post-Use:

- Deposit Returned
 - Deposit Not Returned
- Reason: _____