



# TOWN OF PATTERSON RECREATION CENTER

PO Box 278  
65 Front St  
Patterson, New York 12563  
(845) 878-7200 Fax (845) 878-7232  
www. Pattersonrec.org

**Recreation Director**  
Matthew Chibbaro

Dear Renters,

On behalf of the Patterson Recreation Center we would like to thank you for your patronage. For your convenience you will find enclosed a rental request form for the upcoming season. If we can be of any assistance please do not hesitate to contact us. The recreation center continues to grow because of your support.

## Rental Rates 2012

<u>Room</u>	<u>Member</u>	<u>Organization</u>	<u>Non-Member</u>
1/3 of Gym	\$45/hr	\$50/hr	\$60/hr
2/3 of Gym	\$75/hr	\$80/hr	\$90/hr
3/3 of Gym	\$105/hr	\$110/hr	\$120/hr
Recreation Room	\$45/hr	\$50/hr	\$60/hr
Arcade(only)	\$35/hr	\$40/hr	\$50/hr
Rec Rm/Arcade <b>OR</b> 1/3 gym	\$70/hr	\$90/hr	\$110/hr
Rec Rm/ Arcade/1/3 gym	\$90/hr	\$140/hr	\$170/hr
Multipurpose Room	\$35/hr	\$40/hr	\$55/hr
Conference Room	\$25/hr	\$30/hr	\$45/hr

### Birthday Parties (Members ONLY)

Package 1: Includes rental of the Recreation Room AND 1/3 of the gym OR the Arcade - \$70/hr

Package 2: Includes rental of the Recreation Room AND 1/3 of the gym AND the Arcade - \$90/hr

\*Rentals include ½ hr for set-up and ½ hr for clean up free of charge

\*The Rec Center also has several tables and chairs included with your rental

\*Cornwall Hill Rd Ballfield is also available for rental at the rate of \$20.00 per hour

Please feel free to contact me at ext. 13 if you have any questions.

Sincerely,

Susan Macagnone,  
Scheduling Director



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# **POLICY FOR USE OF THE RECREATION CENTER**

The facilities of the Patterson Recreation Center may be used by community based organizations during times which do not interfere with pre-scheduled activities.

The sponsoring organization is responsible for maintaining the condition of buildings and grounds used for their event or activity including set-up and take-down. The sponsoring organization is also responsible for parking and traffic control unless arranged in advance with The Patterson Recreation Center. Cars must be kept off lawns and parked so as not to block roadways, driveways, exits, or fire lanes.

The sponsoring organization is responsible for abiding by public safety regulations. The Patterson Recreation Center will provide assistance in this if requested and may check seating arrangements, building occupancy limits, access to fire exits, suitability of decorations, and any other factors affecting safety. The sponsoring organization is obligated to follow any safety instructions given by the Patterson Recreation Center.

The Patterson Recreation Center may require that a Recreation Center employee be present during an event. In that case, the sponsoring organization will be required to pay a fee set by the Recreation Center.

A Certificate of Insurance will be required for at least two million dollars of general liability coverage naming the Patterson Recreation Center as additional insured for the period of use of the Recreation Center's facilities.

Access to buildings must be arranged in advance. Preparation of facilities by the Town Staff will be done during regular work hours at the discretion of the Recreation Center.

The use of tobacco, alcoholic beverages and illicit drugs is prohibited anywhere in/on Recreation Center property as they contribute to fire hazards and bodily injury.

Use will be confined to the spaces or rooms reserved and further use of other spaces and rooms is prohibited.

The Town will not be held liable for any damages, direct or consequential, if for any reason, the facilities agreed upon are not made available.

Children must be properly supervised and no group will be admitted which does not have at least one adult present for each given number of children, depending on the activity. Children in very large groups or engaged in very active pursuits must have adequate supervision.

Previous use of recreation facilities does not guarantee the same time and place for future requests. A Use of Facilities Request Form must be received at the Patterson Recreation Center before space can be approved.

Use of recreation facilities will not be approved if the individual or group has an outstanding balance due from previous use.

Please be advised that your set-up should start at the time that you have requested to start. Also, your clean up should begin fifteen minutes before the time you are scheduled to end. Your organization should be ready to leave at the time stated on the request form. In order for scheduling to run smoothly, we need each organization to abide by these terms.



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## APPLICATION FOR USE OF PATTERSON RECREATION FACILITIES

In order to consider your request for the use of the Facilities, please complete the following information and mail to the Patterson Recreation Center, Attn: Scheduling Director, P.O. Box 278, Patterson, New York 12563. Please submit this application at least two weeks prior to the desired date of use.

### TO BE COMPLETED BY THE APPLICANT

ORGANIZATION: _____	DATE OF USE: _____
NAME: _____	DATE OF APPLICATION: _____
ADDRESS: _____	TIME: FROM: _____ TO: _____
PURPOSE: _____	PHONE: _____
CELL: _____	EMAIL: _____

### FACILITY USAGE

ACTIVITY: _____	ROOMS YOU ARE REQUESTING _____
WILL ACTIVITY BE OPEN TO PUBLIC? _____	YES: _____ NO: _____
NUMBER OF ADULTS EXPECTED: _____	CHILDREN: _____ TOTAL: _____
ADMISSION CHARGE _____	(DOLLAR FIGURE IF YES): YES: _____ NO: _____
IS KITCHEN FACILITY NEEDED _____	YES: _____ NO: _____

Note: Occupancy of the gym is limited to 800 persons as per the NYS Fire Code.  
Occupancy of the Recreation Room is limited to 150 persons as per the NYS Fire Code.

### INSURANCE INFORMATION

#### **APPLICATION MUST HAVE CERTIFICATE OF INSURANCE ATTACHED**

Do you (the requesting applicant); have an in-force General Liability Policy? \_\_\_\_\_  
If yes, what are the limits of liability? Bodily Injury \$ \_\_\_\_\_ Property Damage \$ \_\_\_\_\_

**Please provide a copy of Certificate of Insurance:** the Certificate should name the Town of Patterson as an Additional Insured. If the applicant hires an outside vendor i.e., caterer, etc., the vendor must provide the Town with a copy of a Certificate of Insurance, which indicates coverage for General Liability, including Products and Completed Operations coverage, and Worker's Compensation for their employees. The vendor policy should also name the Town of Patterson as an Additional Insured.

### RULES FOR THE USE OF THE PATTERSON RECREATION CENTER

- No food or drinks are allowed in gym area. All drinks and food can be kept in lobby outside the gym.
- Light soled basketball sneakers must be used on the gym floor. Dark soled sneakers are not acceptable.
- Permits must be completed and approved by the scheduling director prior to use of the room.
- The availability of the room will be on a first request basis.
- Completed permits include all necessary information.
- A \$300. Security deposit required for cleaning /damage. To be held by Patterson Rec. This deposit is refundable providing that the room is satisfactorily cleaned after use. **Wall hangings, scotch tape, nails, push pins, etc. are prohibited.** Table decorations are permitted. Kitchen and restrooms must be cleaned, tables and chairs must be put back in position and floors must be swept and mopped.

# APPLICATION FOR USE OF PATTERSON RECREATION FACILITIES, page 2

Rules Continued

- A 50% Rental deposit required 30 days prior to event to hold reservation. Balance due on the day of event.
- All fees must be paid prior to the use of the room. Set-up & clean-up time will be incorporated into time rented.
- **No alcoholic beverages will be permitted in the building or on Town property.**
- **No smoking will be permitted in the building.**
- A valid insurance policy will be required prior to any approval of permits. Policy requires groups to have
- \$1,000,000 worth of liability insurance naming the Town of Patterson as an additional insured. Un-expired insurance certificates must be submitted when approval is granted and prior to use of the facilities.
- A signed Agreement to hold the Town of Patterson harmless against any liability will be required.
- Functions involving children must be properly chaperoned.
- Violations of these rules will result in the loss of the \$300.00 deposit as well as possible legal action and the parties involved being banned from future use of, and participation in, recreation facilities and events.
- Use of the recreation facilities will not be approved if the individual or group has an outstanding balance due from previous use.
- Additional fee of 1/hr will be charged for every 15 minutes in excess of the approved permit.
- In consideration for accepting this application I the undersigned, intending to be legally bound for myself, my heirs, executor, administrators and assigns, waive and release any rights and claims for damages, or lost or stolen equipment, I may have against any or all agents, chaperones, or employees of the Town of Patterson and any other sponsors, their representatives, successors and assigns for any and all injuries and/or damage suffered to any of the equipment used in connection with this activity. The undersigned will provide insurance for the aforementioned activity.

**Cancellation Policy:** Rental deposit will be refunded less \$100.00 processing fee ONLY if the room can be rented

**Please Note:** The occupancy of the whole gym is limited to 800 persons as per the NYS Fire Code.

The occupancy of the recreation room is limited to 150 persons as per the NYS Fire Code.

**FYI:** The whole gym is approximately 10,000 square feet

The recreation room is approximately 30 feet by 60 feet.

## AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the TOWN OF PATTERSON, a municipal corporation of the State of New York, having its principal offices at 1142 Route 311, Patterson, NY 12563, hereinafter referred to as TOWN; and \_\_\_\_\_, residing at \_\_\_\_\_, New York, hereinafter referred to as LESSEE;

WHEREAS, LESSEE has requested the use of the TOWN of Patterson Recreation Center Facility, and

WHEREAS, the TOWN wishes to provide the facility to the LESSEE;

NOW, IN CONSIDERATION of the mutual covenants contained herein, the TOWN and the LESSEE hereby agree as follows:

1. The LESSEE, its successors, heirs and assigns hereby agrees to hold the TOWN harmless and indemnify the TOWN in connection with any activity which takes place while the LESSEE is using the Recreation Center. Furthermore, the LESSEE shall indemnify and hold harmless the TOWN, its officers, employees and agents from and against any and all liability, damage, claim, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the acts or omissions hereunder by the TOWN or third parties under the direction or control of the TOWN; and
2. The LESSEE shall also provide defense for and defend, as its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of the Agreement and to bear all other costs and expenses related thereto.
3. The LESSEE shall comply with the rules and regulations governing the use of the Recreation Center which have been established by the Town of Patterson Recreation Advisory Board, and have been attached hereto as Schedule "A" and incorporated herein as if set forth at length.

IN WITNESS WHEREOF, the parties have executed this Agreement in Patterson, New York on the date hereinafter set forth.

Signature: \_\_\_\_\_  
Lessee

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Town Employee

Date: \_\_\_\_\_