

# Request for Community Use of Building & Grounds



Our building and grounds are available for use by members of the community. To request use of our space, please complete the following application. All fees associated with use are due prior to the event date. Rental fee is \$25 per hour with a 2-hour minimum. Non-profits can contact the center to discuss a discounted rate.

If you have any questions, please feel free to call 277-1434 or email [jenniferd@coddingtonroad.org](mailto:jenniferd@coddingtonroad.org). Indoor and outdoor space available for rent.

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Today's Date:

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Name:

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Address:

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Phone Number  
& Email Address:

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Date  
Requested:

Hours:

Total Time:

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Reason requested (for example: birthday party, wedding, graduation)

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Any special requests (for example: indoor/outdoor/both, restroom access needed)?

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**Office Use Only:**

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Confirmed:

Deposit/Fee:

Date paid:

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Staff Assigned:

Date:

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Approval:

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## Coddington Road Community Center Rental Agreement

Thank you for your interest in renting the Coddington Road Community Center for your upcoming party or event. Please read the property rental guidelines below. Contact us at (607) 277-1434 if you have any questions concerning these guidelines.

- The renter of the facility must be at least 18 years of age.
- Any sound systems (music or video) must be kept at a low, reasonable volume to not disturb the neighboring residents.
- Before paying for a reservation, confirm with the office that your date is available. Please email [jenniferd@coddingtonroad.org](mailto:jenniferd@coddingtonroad.org) or call (607) 277-1434.
- Once the date is verified as open, your reservation is not confirmed until the rental fees are paid in full and the signed rental agreement is turned in.
- As of April 2017, rental rates are \$25 per hour with a 2-hour minimum. Renters must pay for all time spent on the property, including setup and cleanup time.
- Cancellation must be made 48 hours in advance of a reservation to receive a partial refund. Please see the cancellation fee schedule below.

<b>Notice of Cancellation</b>	<b>Percentage Returned to Renter</b>
30 calendar days or more	100% refund
15 - 29 calendar days	50% refund
2 - 14 calendar days	25% refund
Less than 2 calendar days	No refund issued

- Equipment and decorations are allowed, but they cannot cause damage to the facility and their furnishings.
- There are a limited number of indoor tables and chairs for youth/adults. The property has two pavilions with picnic tables for outdoor seating.
- The renter is responsible for set-up and clean-up of the event. This shall include, but is not limited to:
  - Cleaning floors
  - Wiping off tables and chairs
  - Removing party decorations
  - Disposing of all trash in the onsite dumpster

I do hereby agree to be bound by and comply with all of the terms listed in the Coddington Road Community Center Rental Agreement. I agree to be present and responsible during the event. I accept responsibility for damages caused to the building, equipment, furnishings, and surrounding area. I understand and agree that Coddington Road Community Center and its employees shall not incur any liability for any injury to persons or damage to property experienced by the use of this facility. I further agree that the Coddington Road Community Center shall be held harmless from any and all liability arising out of the renter's use of the property.

Signature of Renter: \_\_\_\_\_

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