

TOWN OF BINGHAMTON COMMUNITY CENTER

1905 Coleman Road
Binghamton, New York 13903

APPLICATION FOR USE

Contact Person (Please Print) _____

Organization Name (If Applicable) _____

Mailing Address of Contact Person _____
Street City State Zip

Phone Number _____
Day Evening

Purpose of Use of Facility _____

Date Requested _____ Time Requested: From _____ To _____

Total Number of People to Attend _____ Adults _____ Children _____

Do you represent a youth organization? (circle) Yes No
Name of Organization _____

Is the Organization non-profit? (circle) Yes No
If yes, you must submit proof

Will admission be charged? (circle) Yes No
If yes, state amount of admission per person. \$ _____

All fees must be paid at the time the reservation is confirmed.

Once use of the facility has been confirmed, refunds will be made only when the request is in writing and received by the town forty-eight (48) hours prior to the date of use.

Users not paying a fee who fail to cancel within forty-eight (48) hours prior to the scheduled use of the facility will be charged a \$50.00 fee.

TERMS AND CONDITIONS

1. You must be twenty-one (21) years or older to reserve the facility;
2. The activity shall be restricted to the area for which permission is granted;
3. The activity shall not extend beyond the hours approved in the application;
4. The user shall be responsible for moving any equipment, rented items, etc. in and out of the Facility within the time reserved;
5. No set up, tear down or cleaning included in rental fee;
6. Smoking is ABSOLUTELY prohibited in the facility;
7. No nailing, tacking, stapling or taping on the walls or windows;
8. User is responsible for returning the facility to its pre-event condition;
9. Town Board has the right to waive certain requirements or refuse availability;
10. **Day rental \$200 plus \$100 refundable security deposit**
Security will be returned upon inspection of the facility following the event.
Failure to return the key for the facility will result in a **\$50 charge**.
11. In order for this application to be approved, the user must complete this application, read the agreement below, and agree to abide by and comply with all of the terms and conditions set forth in both this application and the agreement.

AGREEMENT

The USER agrees to comply with and abide by all of the Town's terms and conditions concerning the use of the Facility, which includes all above rules.

The USER agrees to pay **\$200.00** for the use of the Facility, plus a security deposit of **\$100.00**. The security deposit will be refunded to the USER within five (5) business days from the date of the activity or event if the USER (**USER shall include the USER'S agents, servants, employees, members and/or guests**) satisfactorily complies with all of the Town's terms and conditions concerning the use of the Facility.

If, in the opinion of the Town or the Town's employees, agents and/or officers, the USER violates or fails to comply with the Town's terms and conditions, the Town will have the right to terminate this agreement without liability or obligation of any kind or nature whatsoever, and the Town will not be responsible for refunding any monies whatsoever to the USER.

The USER agrees to save and hold harmless the Town from any and all liabilities and claims arising out of or caused by any acts and/or omissions of the USER.

The USER will be responsible for the cleaning and repair of any damage to the Facility caused by any and all intentional and/or negligent acts and/or omissions of the USER. Any damage to the Facility must be promptly repaired at the USER's expense.

The individual signing below states he/she has completed the attached Application, has read and understands all of the elements of this Agreement and agrees to comply with and abide by all of the terms and conditions set forth in both the attached Application and this Agreement.

Signature _____

Title (if applicable) _____

- *Fee Required: **\$200.00** Date Paid: _____
- *Security Deposit: **\$100.00** Date Paid: _____
- It is the responsibility of the USER to make arrangements to pick up the key prior to the event by contacting the Town Clerk's office at (607) 772-0357, Ext. 17. A charge of **\$50.00** will be applied for failure to return key within 48 hours of event.

Town Staff Signature _____

*Payment of Rental Fee and Security Deposit are to be individual checks made out to the Town of Binghamton. **If you mail your fee and/or deposit, send it to: Town Clerk, Town of Binghamton, 279 Park Avenue, Binghamton, NY 13903.**

DIRECTIONS
to the
Town of Binghamton Community Center
1905 Coleman Road
(607) 723-4987

FROM TOWN HALL, TOWN OF BINGHAMTON

- Turn left out of Town Hall (279 Park Avenue)
- Take first left on Carman Road and go to the end
- Turn left onto Morgan Road
- Go to the stop sign and turn right onto Gardner Road
- Go to the end of Gardner Road to stop sign
- Turn left onto Pierce Creek Road
- Take the first right, Murphy Road
- Go .4 mile to Coleman Road on left
- The Community Center is located on the left just past Renole Drive

FROM CONKLIN AVENUE, CITY OF BINGHAMTON

- At the Weis Market (307 Conklin Avenue) turn right onto Burr Avenue
- You will come to a blinking light at .4 mile – go straight through
- From the blinking light go 1.9 miles to Murphy Road (on left)
- Go .4 mile to Coleman Road on left
- The Community Center is located on the left just past Renole Drive

FROM ROUTES 81 AND 17

- Take Exit 4S (Route 7)
- Immediately off the exit, go through traffic light and take an immediate right (to Robinson Street)
- At light at Robinson Street, continue straight, and proceed 5 more lights to Conklin Avenue
- Turn left onto Conklin Avenue
- Go to the Weis Market (307 Conklin Ave) and turn right on Burr Avenue
- You will come to a blinking light at .4 mile – go straight through
- From blinking light to 1.9 miles to Murphy Road (on left)
- Go .4 mile to Coleman Road on left
- The Community Center is located on the left just past Renole Drive

COMMUNITY CENTER LAYOUT



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