

**Town of Ulster
1 Town Hall Drive
Lake Katrine, NY 12449
845-382-2455
www.townofulster.org**

APPLICATION FOR USE OF THE TOWN OF ULSTER SENIOR CENTER

Fees:

Fees apply to:

- All weekend events
- Evening events

\$25.00 per hour. Minimum 2 hours

\$200.00 cash or check security deposit made out to the Town of Ulster

Weekends are reserved for paid rentals

Seniors that reside in the Town of Ulster have priority to the weekday schedule

The Town of Ulster assumes no responsibility for personal property brought into the building.

Applicants Name: _____

Organization: _____ Type of Event: _____

Applicant's Address: _____

Phone Number: _____

Date Requested: _____

Exact Time of Event: _____

Anticipated Attendance (maximum capacity-99 people): _____

Security Deposit: Cash _____ Check # _____ Returned _____ Destroyed _____

Rental Fee: Cash _____ Check # _____ Charge _____

ALCOHOL IS NOT PERMITTED ON TOWN OF ULSTER PROPERTY

Security Deposit will be returned or destroyed after compliance of check list and when the Senior Center is inspected by Town personnel. Cost of repairs for damage to Town property will be deducted from the deposit, and the remainder to be charged to the applicant or organization.

Printed Name: _____ Date: _____

Signature: _____

Authorized By: _____

TOWN OF ULSTER SENIOR CENTER RULES

1. Smoking is strictly prohibited inside the Town of Ulster Senior Center. You may smoke outside at least 15 feet from the entrance door.
2. Alcohol is not permitted in or around the building.
3. The use of open flames is not permitted inside the Senior Center. ONLY exceptions are candles on a cake and sterno devices to keep food warm.
4. Only freestanding decorations allowed. You may decorate windows or doors using scotch tape. Balloons must be tied and absolutely nothing is to be attached to the walls or ceiling.
5. Appliances may be used; however, all food must be removed from the refrigerator/ cabinets to prevent spoilage and to allow space/availability to the next user. The Town of Ulster is not responsible for food or drinks that are delivered before a scheduled activity or left after.
6. Applicant/organization is responsible for cleanup of the kitchen if used as well as the removal of decorations. If the facility is not cleaned, the responsible party will be notified, and the amount will be deducted from the renter's security deposit. Any other charges will be billed to the renter.
7. Service Animals (as defined by federal and state law) may enter the Senior Center but must always be under supervision of their companion or owner. Animals may not be left unattended outside the Senior Center.
8. The building is wired for wireless internet for all patrons. Equipment assigned to the Senior Center shall remain on the premises.
9. If you are renting the Senior Center when the Town Hall is not open, you must go to the Ulster Police Department and obtain the key for entry. Once rental is complete, return the key to the Police Department. The Town of Ulster Police reserves the right to hold your ID until key is returned.
- 10. Please turn AC/heat up or down accordingly. During the winter season put at 65 when leaving. For the summer season put at 75 when leaving. Make sure bathroom doors are open when you leave facility.**
11. No person or group shall have continual dominance of center facilities or equipment. No person or group shall exclude an individual from being part of an activity.
12. All users of the Senior Center shall be expected to share in the responsibility for its proper use. Please treat this center with respect.
13. If any person/group has a problem with facility operations, programming or with any other matter or person, they shall address this issue with the Town Clerk's Office.
- 14. Please remove all trash and bring to dumpsters on opposite end of the parking lot. Please put tables and chairs back in order.**

Signature of Responsible Party: _____

Date: _____ Town Clerk's Office: _____