

# INDOOR FACILITY USE REQUEST

## Rules and Policies for Historic Grooms Tavern and Locust Lane Clubhouse

Reservations are required for both Historic Grooms Tavern and the Locust Lane Clubhouse. To reserve a facility, contact the Office of Parks, Recreation and Community Affairs at 518-371-6667. If the facility is available, the applicant will complete, sign and return the Facility Use Form along with full payment at least one week prior to the scheduled date of use. Rental of facility is at your own risk.

It is the policy of the Town of Clifton Park to make its facilities available to Town residents, Town based not-for-profit groups, Town based community groups, and Town businesses. Use is limited to meetings, social activities, and educational activities that are in accordance with park rules and residential zoning uses. The town reserves the right to refuse any event which does not comply with these rules and which it deems inappropriate. No use will be permitted that adversely affects the residential character of the surrounding neighborhood.

The Town considers facility use requests without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. However, facility use is limited to Town residents, Town based non-for-profit groups, Town based community groups, and Town businesses for social activities, non-profit and educational activities and other uses that are in accordance with park rules and residential zoning uses.

- All fees are non-refundable.
- These buildings are restricted to building use only. Adjacent outdoor areas are ***NOT*** included.
- Organizations may be required to provide a certificate of insurance for not less than one million dollars. Additional charges may be imposed for extra cleaning, security, or other special preparations.
- The Town reserves the right to refuse any event which does not comply with facility rules and which is not in accordance with residential zoning uses, and which it deems inappropriate.
- Smoking in any part of the building is not permitted.
- Alcohol will not be permitted on site, unless previously approved through resolution by the Town Board.
- Animals are not allowed on the property with the exception of a service animal. A service animal is defined as an animal which provides assistance, service, or support to a person with disabilities and which is needed as a reasonable accommodation to such individual with disabilities (for example, a dog guiding an individual with impaired vision or alerting an individual with impaired hearing). Alterations to facility property or equipment are not allowed.
- Facility must be left in same condition as it is found.
- Key should be picked up at the Town Hall the day before or day of event and returned the day after.
- Any violation of above regulations may result in the denial of future requests.

### Indemnity:

- The Town reserves the right to require permittee to indemnify and hold Town harmless against liability arising out of such uses, and to demonstrate insurance protection for that purpose, under appropriate circumstances in the Town's sole discretion.

### Facility Damage:

- Users must report any maintenance problems to the Town of Clifton Park's Office of Buildings and Grounds as soon as possible at 518-371-6651.
- Any damage to the building or contents of the building shall be reported to the Office of Parks, Recreation & Community Affairs at 518-371-6667. The Town reserves the right to withhold a deposit until repairs for any damaged caused by a group have been satisfied. Further, an individual, group or business may lose its privilege to use Grooms Tavern or Locust Lane Clubhouse for non-payment of bill, creating and leaving clutter or being loud/obnoxious.
- Any violation of above regulations may result in the denial of future requests.

## **LOCUST LANE CLUBHOUSE**

During pool season, May 1<sup>st</sup> to mid-September, the primary use of the Locust Lane Clubhouse is pool operation and is not available for public rental.

Hours of use are restricted to 8:00 a.m. - 10:00 p.m. weekdays, and 8:00 a.m. - 11:00 p.m. weekends.

The fireplace may **NOT** be used under any circumstances.

## **HISTORIC GROOMS TAVERN**

All usage of the Historic Grooms Tavern venue should be in keeping with, and respectful of, a historic building. Uses should include only those that do not interfere with, nor damage in any way, displays, historical treasures, or any other historic fabric. All users are asked to respect the historical significance of the building and grounds, and to not touch displayed items or enter areas that are closed off.

Hours: Grooms Tavern events may be held between the hours of 8:00 a.m. and 10:00 p.m.

Any youth-related usage must ensure that the children are well supervised.

The back meeting room is available for rental and the kitchenette and restroom for public use. Use of any other area inside the building is strictly prohibited unless prior approval is indicated on permit.

Kitchenette: Kitchenette use must be approved prior to event. Please see trash and damage policies.

Projector and Screen: Projector and Screen use must be approved prior to event.

Sound System: Sound System use must be approved prior to event.

Permitted Uses: Appropriate use for the rental of Grooms Tavern must fall under one of the following. The examples that are listed for each category are not intended to be exclusive:

- Educational: Lectures, classes open to the public
- Exhibits: Historic/cultural presentations, including arts and cultural demonstrations (i.e., photographic exhibits, musical presentations)
- Community: Meetings/gatherings of community groups, organizations and associations
- Social: Meetings/gatherings for small groups and events



**Town of Clifton Park**  
**OFFICE OF PARKS, RECREATION AND COMMUNITY AFFAIRS**  
 One Town Hall Plaza \* Clifton Park, N.Y. 12065 \* (518) 371-6667 \* (518) 383-5088  
 Myla E. Kramer, M.S.W., Director

**INDOOR FACILITY USE REQUEST**

**General Information**

Name of Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Phone (home): \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_  
 Email: \_\_\_\_\_

**Facility Requested**

Historic Grooms Tavern (back meeting room)	_____
Locust Lane Clubhouse (large main room)	_____

Date Requested: \_\_\_\_\_  
 Time: \_\_\_\_\_ to \_\_\_\_\_  
 # of Participants: \_\_\_\_\_

Type of Use: Educational \_\_\_\_\_ Exhibit \_\_\_\_\_ Community \_\_\_\_\_ Social \_\_\_\_\_

Please explain use: \_\_\_\_\_  
 \_\_\_\_\_

*For Grooms Tavern only:*

Requesting use of the: Kitchenette \_\_\_\_\_ Projector and Screen \_\_\_\_\_ Sound System \_\_\_\_\_

**Use Fee Schedule:**

- Approval for the rental of both facilities shall be given to Town residents, Town-based not-for-profits, Town-based community groups and Town businesses.
- Groups and organizations shall be required to furnish a deposit of \$100.00 at the time of reservation. Additional charges may be imposed for extra cleaning, security or other special preparations.
- All users must meet one of the four criteria for "Permitted Uses" set forth above, with final approval made by Office of Parks, Recreation & Community Affairs.
- Meetings – No charge for local non-profit community groups. Each group is limited to one meeting a week.
- Meetings – For other organizations - \$25.00 per hour.
- Businesses - \$50.00 per hour.
- Social Events - Minimum rental fee of \$150 includes three hours for room and kitchen area rental as well as trash pickup. \$50 for each additional hour.
- Town programs have priority.
- All fees are non-refundable.
- \*\*Please pick up after yourself. The Town has a carry-in, carry-out policy. The Town of Clifton Park requires that you must take out what you bring in. If you would like to pay an additional \$75.00 per day for trash removal, please indicate.

Yes \_\_\_\_\_ No \_\_\_\_\_ **INITIAL** \_\_\_\_\_

Does your organization carry liability insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

I have read and agree to follow the Rules and Policies for *Indoor Facility Use*.

**Permit is governed by the following conditions**

1. Permits valid for date(s), restricted to facility, and number of participants as indicated on permit.
2. Area and facility must be left clean. Any damage incurred is the responsibility of the permit holder.
3. Town of Clifton Park park rules (see attached) shall be adhered to. Immediate termination of the event and removal from the premises may occur by an authorized representative of the Town if in violation of these rules and regulations.
4. Obnoxious behavior or excessive noise will not be permitted.
5. Permit holder must retain permit and make available upon request by park or police official.
6. Open containers of alcoholic beverages are prohibited in all parks, unless a permit has been issued which allows for the consumption of alcoholic beverages on the premises for which the permit has been issued. Such permits are authorized solely by the Town Board via resolution. A separate "Special Alcohol Use Permit Request" form must be submitted with this form.
7. Permits are available through Clifton Park Office of Parks, Recreation and Community Affairs and must be posted at the facility rental site.
8. Permit holder may be required to obtain and show proof of insurance naming Town of Clifton Park as an "Additional Insured".

I have read the Town of Clifton Park rules and the above special conditions, and agree to abide by them. I understand there is a **no refund policy** on this rental. The town will work with me on rescheduling when possible, if needed.

**Indemnity:** \_\_\_\_\_ (NAME) agrees to indemnify and hold the Town, it's officers, employees, representatives and/or agents harmless with respect to any and all claims, causes of action, suits, proceedings, damages, liabilities, losses, costs and expenses, including third party claims or actions and attorneys' fees, in connection with loss of life, personal injury and/or any loss of life, personal injury and/or property damage which may arise from and as a result of the negligent acts or omissions of \_\_\_\_\_ (NAME) or others associated in some way therewith, during or arising out of the use of any park facility located in the Town of Clifton Park, County of Saratoga, State of New York on \_\_\_\_\_ (RENTAL DATE).

Please sign and return this form with facility usage fee, if applicable, to:

Town of Clifton Park  
Office of Parks, Recreation & Community Affairs  
1 Town Hall Plaza  
Clifton Park, NY 12065

Thank you for your cooperation and enjoy your day!

SIGNED: \_\_\_\_\_  
Applicant for Permit

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Parks & Recreation Office

	For Office Use Only	
	Total	
Historic Grooms Tavern Rental	_____	_____
Locust Lane Clubhouse Rental	_____	_____
Security	_____	_____
Trash Removal	_____	_____
Other	_____	_____
Total Charges Due:	_____	_____

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

Amount Paid: \_\_\_\_\_

Payment Type: \_\_\_\_\_

Permit Given: \_\_\_\_\_