



For Office Use Only

- Security Deposit Paid
- Historical Building Key - Out
- Historical Building Key - Returned

**Park Pavilion and Historical Building
Reservation, Rules, & Usage Policy**

Day & Date: _____ Time: _____ am / pm to _____ am / pm

Facility to be Reserved (*check one*): _____ Historical Building _____ Park Pavilion

Type of Event: _____ # of Attendees: _____

Renter's Name: _____ Email: _____

Organization: _____ Phone: _____

Address: _____

Security Deposit & Historical Building Usage Fee:

We require a \$100.00 advance payment, payable to the Town of Verona by cash or check, to hold your date and place the reservation on our online Community Calendar.

With regards to the Historical Building, there is a facility usage fee of \$50.00, which will be deducted from your security deposit. For the Park Pavilion, your security deposit will be returned following a positive inspection after the event.

Any damages or cleaning charges will come from the security deposit. If the Park Pavilion is in satisfactory condition following inspection, the entire \$100.00 deposit will be refunded. If the Historical Building and its contents are in satisfactory condition following inspection, \$50.00 of your deposit will be refunded. If cleaning or damage charges apply, the Town will charge a \$50.00 per hour cleaning fee. If the cost exceeds the amount available on the security deposit, the Renter shall remit the balance due to the Town upon receipt of invoice.

Historical Building Key:

The Renter is responsible for obtaining a key for unlocking and locking the Historical Building. The key must be picked up from the Town Clerk's office during business hours. The key may be picked up one (1) day prior to weekday reservations or on Thursday for weekend reservations (or earlier if you are renting over a holiday). The office is closed on most federal holidays. Contact the office at least one (1) week prior to your event if it is on or near a federal holiday for your pickup date. You may not enter the building until the date and time stated above.

You may return the key in our 24-hour drop box located at the front entrance of the Town Hall or in-person to the Town Clerk's office. The remaining amount of your security deposit (\$50.00) will be refunded when the key is returned. Key must be returned within three (3) business days.

All groups are responsible for any damage to the facilities or to the equipment during use of the facilities and assume the following responsibilities:

- The Renter is responsible for the enforcement of all rules and regulations.
- When and where applicable, all attendees are to strictly adhere to NYS and CDC health and safety recommendations and guidelines during the event.
- The facility is to be used by the Renter only, and only during the time designated.
- The facility should be left in the same condition as when first used.
- All attendees are limited to areas of the facility that they have reserved.
- Vehicular traffic is limited to designated parking lots and roadways. No driving or parking is allowed on grass covered areas.
- **Alcoholic beverages are prohibited.**
- **Smoking and vaping are prohibited.**
- **No pets allowed.**
- No person shall disturb the peace by making any loud, obscene, or unusual noises. Music must be moderate in volume.
- Decorations: No staples, duct tape or packaging tape. Nothing is to be placed on the walls of the Park Pavilion or Historical Building. Decorations must be removed before you leave.
- Barbeques are provided for public use, or you may bring your own barbeque to the park. Please ensure all barbeques are properly extinguished before you leave.
- Carry In, Carry Out: All garbage must be disposed of in trash bags and removed from the premises. Trash bags can be thrown in the Town dumpster.
- The Renter is expected to sweep the floors, clean tables and chairs, and return tables and chairs to their original location before vacating the premises. Any Town appliances, utensils or equipment used must also be cleaned and/or wiped down before you leave.
- All room lights in the Historical Building should be turned **OFF** before you leave.
- Other ordinances governing the use of Town facilities apply.

The Town Park Pavilion and Historical Building should be safe and clean facilities for the community to use. Any group conducting illegal activity in the facilities, or which is determined by Town officials or law enforcement, to be unreasonably loud or disruptive, will be required to immediately exit the facilities. Failure to observe rules and regulations may result in being suspended or permanently prohibited from using the facilities in the future.

Thank you for helping us to care for your Town facilities.

I certify that I have read and understand the Town's Park Pavilion and Historical Building Reservation, Rules, & Usage Policy, and agree to abide by all its terms.

Renter's Signature: _____

Date: _____

Approved By: _____

Date: _____