



John T. Auberger
Supervisor

**GREECE COMMUNITY & SENIOR CENTER
GYMNASIUM RESERVATION PERMIT**

Gymnasium Rental Hours:

September-May

Monday – Thursday: 8:00pm to 10:00pm

Gymnasium Scheduler:

Ann Robach - arobach@greeceny.gov or 585-720-2936

PERMIT HOLDER: _____ DRIVERS LICENSE NO: _____

ADDRESS: _____ ZIP: _____

HOME PHONE: _____ WORK OR CELL PHONE: _____

SPONSORING ORGANIZATION: _____

DESCRIPTION OF EVENT: _____ NO OF PARTICIPANTS: _____

DATE: _____	TIME: _____	½ GYM	FULL GYM (Please circle preference)
DATE: _____	TIME: _____	½ GYM	FULL GYM (Please circle preference)
DATE: _____	TIME: _____	½ GYM	FULL GYM (Please circle preference)
DATE: _____	TIME: _____	½ GYM	FULL GYM (Please circle preference)
DATE: _____	TIME: _____	½ GYM	FULL GYM (Please circle preference)
DATE: _____	TIME: _____	½ GYM	FULL GYM (Please circle preference)
DATE: _____	TIME: _____	½ GYM	FULL GYM (Please circle preference)

HALF GYM: \$30.00 PER HOUR

FULL GYM: \$40.00 PER HOUR

Fee Schedule: Payment in full is due upon the receipt of the approved, signed permit. Make all checks payable to the Town of Greece.

Permit Fee: _____

Amount Paid: _____

Date Paid: _____

Method of Payment: _____

BAS Receipt #: _____

Original Signed Copy to: Town Clerk

Copies to:

A. Permit Holder _____

B. Community & Senior Center _____

C. Maintenance _____

PERMIT HOLDER MUST BE IN ATTENDANCE

The Community & Senior Center is closed and the doors are locked during a gym rental. It is the permit holder's responsibility allow entrance to your guests. _____

**PLEASE READ CAREFULLY AND SIGN TO INDICATE AGREEMENT
RULES AND REGULATIONS**

1. All permits must be submitted 30 days prior to the event and requires payment in full within 2 business days of making the reservation. No reservation is confirmed until a signed form and receipt has been issued by the Town. _____
2. The gymnasium will be available only at the time requested. Rental periods start and end promptly and may not carry over. A late fee of \$25 will be assessed for additional time used beyond the rental period and must be paid before renting the gymnasium again. _____
3. **A responsible adult (21 years or older) must be in attendance at all times.** _____
4. No subletting of reservation. To be used only by permit signer. _____
5. Use of any of the other areas in the facility is strictly prohibited. _____
6. **Town of Greece Community & Senior Center asks that you be mindful of others using the building and keep noise at a respectful level.** _____
7. No food or beverages are allowed in the gymnasium. _____
8. Town of Greece Community & Senior Center is a non-smoking facility. _____
9. No tape, tacks, etc. are to be used on walls, windows, curtains, blinds or woodwork.
10. All areas must be left in the manner in which they were found. A minimal hourly charge of \$25/hr will be assessed for additional cleanup needed beyond normal usage or for any damage done to the area or equipment in the area. _____
11. Town of Greece is not responsible for any personal property left in the premises. _____

Cancellation Policy

Cancellations made at least thirty days prior to the reservation date may receive a full refund minus a \$20 cancellation fee. If cancellation is less than 30 days from the event there will be no refunds, no exceptions. You will be mailed a refund check within 3 - 4 weeks. Refunds, if issued, will be in the form of a Town of Greece check made payable to the person who made the reservation. Credit card accounts cannot be credited directly. _____

In making this reservation, I agree to comply with the above stated conditions and regulations. I assume the responsibility for any and all injuries and damages arising from or in connection with the use of the facility. I will defend and indemnify the Town of Greece from any and all claims, lawsuits, damages and costs, including attorney's fees, arising from or in connection with the use of the facility.

NOTE: Town of Greece reserves the right to refuse rental of facilities to violators of the above rules and regulations.

Signature

Date