



TOWN OF BALLSTON
WILLIAM SEWELL COMMUNITY ROOM REQUEST
518.885.8502 ext 10 or ext 29

Today's Date _____ Date(s)/Time Requested: _____ Number of Guests expected: _____

Name of Organization (if any) _____

Is this a non Profit 501 (c)(3)? Yes No Type of Event: _____

Name of Person Renting the Room _____

Address _____

Phone Number _____

Are you a Resident? Yes No If No, please provide the name, address and phone number of a Town of Ballston resident who will sponsor your rental:

Alcohol Use Requested? Yes No Proof of Insurance Coverage? Yes No

Does Your Organization Carry Liability Insurance? Yes No

Signature of Applicant: _____

Please Note: It is the responsibility of the Applicant to pick up a key to the building from the Town Clerk prior to the event. William Sewell Community Room Fee, cleaning deposit, and proof of insurance is due at least 1 week prior to the event. Carry-in-Carry-out Policy is in effect for all events. Please notify the Town Clerk's Office of any damages or occurrences during your rental.

Please be advised that Senior Meals are provided in our Community Room Monday through Friday until 1pm. Any room reservation including any required set up must take place after 1:00 p.m. Monday through Friday. Thank you for your courtesy and understanding.

Please sign and return this form to the: Town of Ballston Town Clerk
323 Charlton Rd
Ballston Spa, NY 12020

Fee Schedule:

1. Community groups – Meetings – No charge (each group limited to 2 meetings a week) ex: scout groups, civic and park district groups for meetings
2. Non-Profit Organizations
3. Resident/Special activity – Check Fee Schedule
4. Non-Resident/Special activity – Check Fee Schedule
5. Business Organizations – Check Fee Schedule

<u># People attending</u>	<u>Fee-Residents:</u>	<u>Fee-Non-Residents:</u>
1 - 50	\$50	\$125
51 - 100	\$100	\$200
101 - 150	\$150	\$275
151 – 200	\$200	\$350
201 – 250	\$250	\$425
251 – 300	\$300	\$500
301 – 350	\$350	\$575
351 – 400	\$400	\$650

The Community Room has a seating capacity for 400 people, when the room is set up as an auditorium. The Community Room has a seating capacity of 125, when it is set up for a banquet.

Rules and Regulations:

1. Hours of use are restricted to 8:00 a.m. – 11:00 p.m. Changes to these hours can be made with Town Board approval.
2. Smoking in any part of the building is not permitted.
3. No alcoholic beverages are permitted without a temporary beer or wine permit from the NYS Liquor Authority. Application available on the Town Website, www.townofballstonny.org.
4. Alterations to the facility property or equipment are not allowed.
5. Facility must be left in same condition as it is found; including cleaning and setting the room back up. The cleaning deposit will not be returned if these conditions are not met.
6. Renters should make arrangements with the Town Clerk to get the Community Room key and should return the key the day after the event.
7. The Town has a carry-in carry-out policy on trash.
8. The permit holder is responsible for set up, take down and cleaning the room.
9. The community room cleaning checklist must be thoroughly reviewed and signed before and after each event verifying that the room was left in same original condition.
10. Any additional cleaning necessary as a result of your event will be assessed a fee of \$50 per hour, and will be assessed in full-hour increments. The permit holder is responsible to bring their own cleaning equipment and supplies.
11. All required fees and the completed Facility Use Form must be received at least one week prior to the scheduled date of use.
12. Fee of \$150.00 used as a cleaning deposit will only be refunded in full if facility is left in original condition.
13. There is a \$20 service charge for all returned checks.