



**Neighborhood Center
103 Porter Street, Watkins Glen, NY**

Thank you for your interest in utilizing the Neighborhood Center. The Neighborhood Center has meeting rooms available for use by others for educational, cultural, recreational, or civic purposes. These rooms shall not be used for private social or commercial purposes, or any event that interferes with the use of the Neighborhood Center by others. The building is completely handicapped accessible.

Room availability is limited, based on the needs of The Arc of Chemung-Schuyler.

This packet contains the Neighborhood Center Rental Agreement and Rental Policy.

Please read all the information and return the following in order to assure room rental:

- Meeting Room Rental Agreement
- Security deposit
- Room rental fees

The above requirements may be mailed to The Arc of Chemung-Schuyler, 203 12th Street, Watkins Glen, NY 14891.

If you need help with reservations, or have questions, call (607) 734-6151 ext. 122 or email neighborhoodcenter@arcofcs.org.



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Meeting Room Rental Agreement

Contact Information:

Name of Organization/Business (herein after referred to as Applicant): _____

Contact Name: _____

Phone #: _____ Email: _____

Mailing Address: _____ City, State, Zip: _____

Event Details:

Name of Event: _____ Date(s) of Event: _____

Event start time (including set up): _____ Event end time (& clean up): _____

Type of Event: _____ Anticipated Number of Attendees: _____

- AV Equipment Needed** (LCD projector and screen) Free wireless internet is available.
- Intending to serve catered food
- Intending to serve alcohol

Room Rental is available Monday-Friday 8:00 AM - 5:00 PM. *Other hours may be available upon request.*

Room Rental Rates: *Rates are subject to change and determined on a case-by-case scenario. Please inquire if you feel you qualify for a waiver.*

Half Day Rental – up to 4 hours	Room 29 Max capacity: 50	Room 30 Max capacity: 40	Room 31 Max capacity: 15
Non-Profit / Community Group	\$50	\$35	\$25
Business	\$60	\$45	\$35
Reoccurring Event	Please contact for rate information		

Full Day Rental – up to 8 hours	Room 29 Max capacity: 50	Room 30 Max capacity: 40	Room 31 Max capacity: 15
Non-Profit / Community Group	\$100	\$70	\$50
Business	\$120	\$90	\$70
Reoccurring Event	Please contact for rate information		

Room Set-Up Style <i>Please ✓ preference.</i>	Room 29 Max capacity: 50	Room 30 Max capacity: 40	Room 31 Max capacity: 15
Conference Style (U shape)			
Classroom Style (tables with chairs)			
Auditorium Style (chairs in rows)			
Banquet Style (round tables with chairs)			



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Meeting Room Rental Policies

Security Deposit:

- A \$25.00 security deposit is required for all rentals and shall be used in the event of any damage to the Neighborhood Center or towards the restoration of the property to its proper condition as a result of the use of the Neighborhood Center by the applicant.
- The security deposit shall be returned, within 30 days of the scheduled use, if no damage or restoration payments have been assessed.

Rental of Space and Fees:

- Your reservation is binding with a completed and signed contract.
- Space may be reserved no more than 6 months prior to event date.
- Payment is due in full 10 days prior to your event.

Insurance:

Upon request, applicant shall obtain and maintain at all times during the term of this agreement, at its sole cost and expense, the following insurance with an Insurance carrier qualified and admitted to do business in New York State.

- (A) Workers Compensation Insurance with statutory limits and Employer's Liability coverage at statutory New York Limits.
- (B) Commercial General Liability Insurance with a minimum limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, such insurance shall cover the following:
 - a. Premises and operations liability, contractual liability, products/completed operations, personal & advertising injury.
 - b. The Arc of Chemung-Schuyler shall be included as Additional Insured on the CGL. This insurance for the additional insured shall apply on a Primary and Non-contributory basis.
- (C) Certificate for proof of homeowner's liability with a minimum limit of \$300,000.

Certificate of Insurance shall be provided to The Arc of Chemung-Schuyler prior to the commencement of the event.

Cancellation Policy:

Cancellations 72 hours before event receive a 100% refund. Cancellation must be received in writing, or confirmed verbally, within 72 hours of your event.

Parking:

On-site parking is limited, as is on-street parking. Plan accordingly to carpool or to identify public parking that is accessible.

Food and Drink:

The Neighborhood Center is not equipped with kitchen facilities. Food and drink is permitted; however, the arrangements for food delivery are solely the responsibility of the applicant. If alcohol is being served, this must be disclosed. In addition, it is the applicant's responsibility to handle food/drink set-up and clean-up.

Decorations:

The reserved space leased will be set up without any table covers. If the applicant wishes to bring in table covers or any other decorations, they may do so at their expense. No open flames, such as candles, are permitted. No objects, posters, or writing, etc. will be placed on walls or ceilings.

Music:

If the event includes the use of music or high decibel sounds, the noise level must be maintained low enough so as not to interfere with others in the building.

Event Promotion:

- Any public promotion of your event must state: "This event does not necessarily reflect the mission/opinion of The Arc of Chemung-Schuylers or the Neighborhood Center."
- Do NOT give our phone number as a contact number for your event. The event's contact person will be given a point of contact at The Arc of Chemung-Schuylers to coordinate with as the event approaches.

Clean-up:

Applicant is responsible for the cleanliness of meeting facility upon conclusion of event.

- Chairs and tables must be cleared, straightened, and returned to original position.
- All leftover food, decorations, used paper, plastic ware, bottles and cans must be placed in trash receptacles.

Miscellaneous:

- There will be NO SMOKING in any of the spaces leased or on the property of the Neighborhood Center.
- Applicant use is limited to the room rented, common and public areas such as the restrooms. Attendees agree to not use other office work areas, computers, phones, or the other areas of the building.

To the fullest extent permitted by law, Applicant agrees to defend, indemnify, and hold The Arc of Chemung-Schuylers and the Neighborhood Center harmless from any and all liability for injury to persons or property occurring as a result of any activities and agrees to pay for any and all damage to the facility, building, equipment, or furniture owned or controlled by the Neighborhood Center, which results from the use of the premises during any scheduled activities or is caused by the Applicant, their employees, guests, invitees or participants in any scheduled activities or events.

I have read, understand and agree to comply with the rules set forth regarding facility usage including the conditions listed above and the attached cleaning list. I further agree that I am of legal age and will be personally responsible for the repair of damage to property or facilities and for replacement of stolen property.

Applicant Name (printed): _____

Applicant Signature: _____ Date: _____

The Arc of Chemung-Schuylers Representative (printed): _____

Representative Signature: _____ Date: _____



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General Room Rental Information

Please keep this page for your reference at your event.

Schedule:

Clean up and check out within your scheduled time so others can use the facility.

Internet Use:

We do have on site Wi-Fi. The password is available from the building receptionist.

ADA Access:

The Neighborhood Center has designated handicap accessible parking spaces.

Facility Maintenance:

Please report any spills, broken, or malfunctioning features of our building to the receptionist on duty during your event.

Emergencies:

In case of life-threatening emergency, please call 911. In case of a facility emergency, notify the receptionist on duty during your event.

Checkout Guidelines:

You are responsible for your own set up and clean up, which ensures the return of your security deposit.

- Wipe down all tables, counters, and white board surfaces.
- Ensure all trash is placed in trash receptacles.
- Do final check for all personal items and cleanliness.
- Turn off all lights.

Thank You!