

## Senior Center Use Policy

This is a Senior Center and as such programs for seniors are given priority.

Health issues are of major concern to our senior population and as such programs addressing information on health issues will be permitted.

Since this is a Town building the Town of Concord reserves the right to utilize the property for occasional Town public meetings and other town supported functions. The hope is to make the meeting site easily accessible and encourage senior citizens to attend.

The Town of Concord may also use the property in emergency situations as deemed necessary by the Town Supervisor or his designated representative.

Since the site serves as a nutrition site for seniors sponsored by Erie County, the kitchen area must be maintained in strict adherence to Board of Health standards. The director of the Senior Center has the right to limit kitchen access and use privileges for other groups.

The Senior Center continues to work with organizations to provide positive social interaction with seniors at the center.

Other organizations who may wish to use the facility for purposes that do not serve our senior population will be charged a fee per the rental agreement to use the center based on availability and at the discretion of the director. Damage to the facilities will be the responsibility of the renter in addition to the fee.

The Senior Center property and building is a smoke and alcohol free environment.

Groups using the Senior Center when paid staff will not be present, need to take responsibility for the building and will be issued a key to lock up and then deposit the key in the key drop box.

The Concord Town Hall continues to be available to other groups that need meeting space. Contact the Town Clerk at 86 Franklin St. for further information on conditions, fees and availability.

Concord Senior Center, 40 Commerce Drive, Springville, NY 14141

**Facility Rental Agreement**

Renter's Name

(Print): \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: Start \_\_\_\_\_ Finish \_\_\_\_\_ #Expected \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Setup/Time@ \_\_\_\_\_ Date: \_\_\_\_\_ Who: \_\_\_\_\_

Rent: (Circle) Large Room \$500.00 \_\_\_\_\_ Small Room \$250.00 \_\_\_\_\_

**Payment due prior to event and key delivery**

Food served \_\_\_\_\_ Use of refrigerator \_\_\_\_\_ Use of Stove \_\_\_\_\_

Catered by: \_\_\_\_\_ Potluck: \_\_\_\_\_

Building must be returned in broom clean condition. All garbage must be removed and taken to dumpster.

**Key:** Pickup to be arranged with director. Drop off in outside key box at completion of event.

**A COPY OF RENTER'S VALID DRIVER'S LICENSE, CURRENT GENERAL LIABILITY, HOMEOWNER'S OR RENTER'S INSURANCE WITH APPROPRIATE LIABILITY COVERAGE IS REQUIRED PRIOR TO RENTAL.**

**SMOKING OF ANY NATURE, (INCLUDING VAPING OR USE OF E-CIGARETTES), AND CONSUMPTION OF ALCOHOLIC BEVERAGES IN THE BUILDING OR ON THE GROUNDS IS PROHIBITED AT ALL TIMES .**

**RENTER'S INDEMNIFICATION OF TOWN OF CONCORD:**

As Renter of The Town of Concord Senior Center facility/property, I/we agree to indemnify and hold harmless the Town of Concord, including any of its officials, employees or agents from any and all claims, suits, losses, costs, damages or expenses arising out of or from our use of the facilities, including any negligent or intentional acts, any accident or other occurrence on or about the premises, causing injury to any person or property. We will protect, indemnify and hold harmless the Town of Concord from any and all claims, costs or expenses arising from any liability caused by or resulting from any act by the Renter(s) or any of Renter's employees, officers, agents or guests, during the rental period. Further, the Renter warrants that the use of the facility will be conducted in full compliance with all federal, state and local laws, rules and regulations and in compliance with all rules and regulations of the Town of Concord and only upon providing proof of all necessary permits, licenses and insurance.

**Renter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please sign and return one copy to Concord Senior Center Director

**Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return one approved copy to Renter