

Village of Philmont
124 Main Street
Philmont, New York 12565

Philmont Community Center Rental

1. Read the facility use regulations.
2. Fill out and submit to the Village Clerk, the application for use of facilities at least 7 days prior to the date requested for use.
3. The Village Clerk will send your application to the Community Center Director for approval.
4. The Community Center Director will contact you regarding your application.
5. If your application is approved the Village Clerk will be notified and your payment will be received by the Village Clerk.
6. Fees paid are non-refundable.
7. Requests are on a first come, first serve basis.

Facility Use Policy

The use of the Community Center will be subject to the approval and rules of the Village of Philmont's Community Center Director and Board of Trustees.

1. Organizations wishing to use the Philmont community Center shall first apply to the Village of Philmont on the prescribed form. Applications may be obtained during business hours at the Village Hall located at 77 Main Street. The Village Trustees or Community Center Director has final authority on approval.
2. The center is rented only to Philmont Village residents. Any exception to this rule will be approved solely at the discretion of the Community Center Director.
3. A key for the door may be obtained from the village office during operating hours on Friday for a weekend event and must returned the following Monday. Setting up or using the center prior to the time booked is not permitted without authorization of the director. A \$20 key deposit is required and will be returned when the key is received at the village office. The key is due the back the following day or Monday if the rental took place on a Saturday or Sunday.
3. In the event of inclement weather the, The Community Center Director or Village Board will have final authority on whether the center is usable
4. Intoxicants (alcohol and drugs) shall not be brought onto the Community Center property or adjacent property.

5. Smoking is not permitted in the Community Center or adjacent village property.
6. Profanity, objectionable language, disorderly acts or illegal activities of any kind are prohibited and those violating the prohibition will be ejected from the premises.
7. Any damage to the facility shall be charged to the individual signing the use agreement. No exceptions.
8. The facilities must be cleaned before leaving and all trash receptacles emptied.
9. Heat must be turned down to 55 degrees at the time of closing. Be sure that all doors are locked, windows are closed and the curtains are over the windows.
10. Permits may be revoked at any time.
11. The fee for any private use is **\$50.00 for 4 hours and \$12.50 for every hour after 4 hours.** The fee will be based on the times listed on the application.
12. Fees may be waived for public use which includes programs benefiting the public at large. The waiver of fees is up to the sole discretion of the Philmont Community Center and Board of Trustees.
13. A telephone is located for emergency use in the community center. In the event of an emergency call 911.
14. All events must be supervised by the individual requesting the center's use. No exceptions.
15. An employee of the Village may be available to unlock and lock the center for private use events and may remain on duty during the rental hours.
16. Children must be supervised at all times.
17. When required, users must provide proof of insurance prior to using the facilities.
18. Failure to abide by any of the above will result in revocation of your permit.

I _____ have read and agree to the terms listed in the policy use guidelines.

Signature _____

Date _____