

## TOWN OF POUGHKEEPSIE FACILITY USE POLICY

The scheduling of meetings and events at Town of Poughkeepsie facilities must be submitted and approved through the Town of Poughkeepsie Recreation Office.

### MANAGEMENT AND GENERAL RULES OF OPERATION

1. Booking calendar closes the last day of previous month. Requests for **scheduled** dates and hours for the facility must be submitted to Poughkeepsie Recreation Department on Form TOPREC-110
2. **A 72 hour notification** of cancellation is required in writing. No-shows are subject to \$100 penalty fee.
3. A copy of the renters current Homeowner's Insurance **title page** is required for individual rentals. Organizations must supply a Certificate of Insurance naming the Town of Poughkeepsie as an additional insured.
4. All non-profits must provide a copy of their Federal 501(c)3 certification.
5. Security deposit is to be paid in **cash** only.
6. Organizations/Individuals using town facilities must abide by all the building/park rules and regulations such as emergency evacuation procedures, building limit capacity, **no alcoholic beverages or other illegal substances, no smoking, outdoor fires, candles, fireworks, smoke machines, laser machines, glitter, confetti, bubble machines or water machines**, responsible for the care and upkeep of building furnishings and supplies.
7. The Senior Center closes 9:00pm. Parks close at dusk. Occupancy after closing is prohibited.
8. No decorations are allowed on the walls or ceilings, NO hooks, tape, tacks, etc. at the Senior Center.
9. The facility is expected to be left in the same condition as it was upon arrival.
10. **Before leaving** 1) All chairs/tables/picnic tables must be set back up as previously arranged. 2) Floor must be swept, broom located in the custodial closet.
11. Trash should be deposited in trash receptacles and large items places neatly next to trash bins.
12. **Food Trucks and Mechanical Rides are not permitted without a special permit** and must be requested in addition to the facility use permit.
13. No loud or excessive noise, no disturbing the neighbors.
14. The permit holder agrees to assume liability for any damage done to the property. The permit holder agrees to indemnify the Town and hold it harmless against any and all such claims, damages, losses, or expenses.
15. Use of the Senior Center kitchen or supplies is prohibited.
16. All children and activities must be properly controlled and supervised by an adult(s) at all times.

All fees, guidelines, and rules are subject to change at the discretion of the Town of Poughkeepsie. Scheduling of the facilities is subject to change when the Recreation Department deems it necessary. (i.e., emergencies, maintenance issues, conflicts, and special events, etc.)

**To request reservations, please create an account on our website and follow instructions for making a reservation.**

**Rental Fess & Locations on next page**



