

TOWN OF COLLINS
LK PAINTER COMMUNITY CENTER

2355 MAIN ST., COLLINS, NY 14034
716 532-2006, EXT 21

REQUEST FOR USE OF FACILITY

DATE: _____

NAME/CONTACT PERSON: _____

ADDRESS: _____

PHONE NUMBER: () _____ - _____

EVENT USE: _____

REQUESTED DATE(S): _____

REQUESTED TIMES(S): _____ TOTAL HOURS _____

REQUESTED ROOM(S) AND FEES:

- | | | |
|--------------------------|--|-------|
| ☐ | KITCHEN: \$10.00 PER HOUR/\$75.00 DAILY MAX | _____ |
| ☐ | COMMUNITY ROOM; \$10.00 PER HOUR/\$75.00 DAILY MAX | _____ |
| ☐ | GYMNASIUM: \$20.00 PER HOUR/\$75.00 DAILY MAX | _____ |

AMOUNT DUE: _____

SPECIAL REQUIREMENTS: _____

INSURANCE COVERAGE: INSURER: _____

A Certificate of Liability Insurance (ACORD) is required showing \$1,000,000 liability coverage and naming the Town of Collins as Additional Insured on a primary and non-contributory basis.

Insurance Certificate Received: ____/____/____

PLEASE READ AND SIGN:

RENTER AGREES TO THE FOLLOWING:

LKPCC will be used as proposed by renter and not for any other purposes.

All rules and regulations applicable to the use of the LKPCC will be observed.

Renter agrees to return rented space back to its original condition, remove all personal property, place all refuse in proper containers, put tables and chairs away and comply with all posted and printed rules.

Renter agrees that the Town of Collins shall not be responsible for any damage/injury to persons/property arising out of the use of the LKPCC by renter, its agents and employees, invitees or visitors.

Renter will indemnify and save Town of Collins harmless from all liability and loss on account of any such damage.

The Town of Collins agrees to provide, at its expense, to or for the LKPCC, adequate heat, electricity, water, trash removal, and sewage disposal in such quantities and at such times as is necessary to the renters comfort and reasonable use of the LKPCC.

If at any time during the term of this rental, the LKPCC or any part of the building or parcel shall be damaged, the renter shall promptly repair the damage and restore the LKPCC, at the renters expense, to the condition in which the LKPCC existed immediately prior to the damage.

By signing below and accepting key you are solely responsible during use of LKPCC.

The Town of Collins LK Painter Community Center is an Alcohol and Smoke Free facility.

Renters Signature

Date

Town of Collins

Date

Fee Paid

Keys given out

Date Received

Date key(s) returned

Signature