



## TOWN OF MARLBOROUGH

21 Milton Turnpike, P.O. Box 305

Milton, NY 12547

Phone: (845) 795-5100 Fax: (845) 795-2031

[www.townofmarlboroughny.gov](http://www.townofmarlboroughny.gov)

## FACILITY USE APPLICATION

To reserve any of the rooms at the Marlborough Community Center contact Emily at 845-332-4270 for information and availability. To reserve the Cluett Schantz Park Pavilion or Historic Milton Train Station contact the Town Clerk's Office at 845-795-5100 Ext. 4 for information and availability. Facilities are reserved on a first come first serve basis. This form must be filled out as completely and accurately as possible and submitted within 24 hours of the time of booking along with the rental fee and security deposit to the Town Clerk's Office. Any cancellation will result in a forfeiture of 50% of rental fee.

APPLICANT		EVENT CONTACT	
APPLICANT NAME	ORGANIZATION NAME	EVENT CONTACT NAME	
ADDRESS (Street, City, State, Zip)	PHONE	ADDRESS (Street, City, State, Zip)	PHONE
	E-MAIL		E-MAIL
<b>RESERVATION INFORMATION</b>			
For resident rate, the resident must reside in the Town of Marlborough. A resident is a property tax payer (or renter in this jurisdiction). Proof of residency is required. Attach copies of valid NYS Driver's License and tax bill or rent/lease agreement to this application with Marlborough address.		DATE(S)/DAY	
		JAN	JUL
		FEB	AUG
		MAR	SEP
		APR	OCT
		MAY	NOV
		JUN	DEC
SELECT FACILITY <input type="checkbox"/> Cluett Schantz Park Pavilion <input type="checkbox"/> Milton Train Station <input type="checkbox"/> Marlborough Community Center - Community Room w/kitchen <input type="checkbox"/> Marlborough Community Center - Community Room w/o kitchen <input type="checkbox"/> Marlborough Community Center – Conference Room		<input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN HOURS: (Include set-up and clean-up) START _____ AM PM END _____ AM PM  FREQUENCY <input type="checkbox"/> One-Time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	
<b>EVENT INFORMATION</b>			
TYPE OF EVENT/PURPOSE OF USE		TOTAL EXPECTED ATTENDANCE YOUTH _____ ADULTS _____ Residents _____ Non-Residents _____	
Are You Charging Admission? <input type="checkbox"/> YES <input type="checkbox"/> NO Admission Charge: _____		If yes, what will proceeds be used for? _____	
Will You Be Selling Anything? <input type="checkbox"/> YES <input type="checkbox"/> NO What: _____		Does Your Organization Charge Dues? If Yes, Amount: \$ _____	
Are You Serving Food? <input type="checkbox"/> YES <input type="checkbox"/> NO Who is Providing Food: _____		Insurance Company Name _____	
If serving alcohol (Community Center ONLY) Insurance is required. See page 8.		How many vehicles do you expect? _____	
<b>FOR OFFICE USE ONLY</b>			
TOWN STAFF: _____ DATE: _____		PAYMENT INFORMATION	
ADDITIONAL REQUIREMENTS <input type="checkbox"/> Insurance <input type="checkbox"/> Security/Police  <input type="checkbox"/> Approved <input type="checkbox"/> Denied		SECURITY DEPOSIT: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ RESERVATION FEE: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ DEPOSIT RETURNED: \$ _____ Date: _____ Initials: _____	

## **General Rules and Conditions for Group Use of the Town of Marlborough Facilities**

1. Rain dates cannot be reserved.
2. Applicant is responsible for removing **ALL** trash from the premises. (For pavilion and community/recreation room rentals, the trash must be placed in the dumpster and bags replaced).
3. Groups must clean and leave the facility to the satisfaction of the facility manager.
4. Children must be under close supervision at all times.
5. Town properties are allowed to be used between 8:00 a.m. and 10:00 p.m. only. (With the exception of the Community Center.)
6. Designated facility town staff manager(s) will handle any conflicts or problems.
7. The undersigned does hereby agree to pay for any and all damages to equipment or property of the Town of Marlborough used by said organizations, members, guests or visitors.
8. Applicant shall defend, indemnify, and hold the Town harmless from and against all actions, demands, proceedings, damages, liabilities, losses, and expenses (including, without limitation, reasonable attorneys' fees) arising out of or in connection with Applicant's and Applicant's participants' use of Town property or facilities.
9. Follow New York State Fishing Guidelines <https://www.dec.ny.gov/permits/6091.html>

### **Prohibited Acts**

#### **THE FOLLOWING ACTS ARE PROHIBITED:**

1. The use of tape, adhesives of any kind, staples, tacks, nails, etc.. to hang banners/ signs/ decorations is NOT permitted anywhere on Town property or in Town facilities. The facility will be inspected before and after each event.  
\*\*ONLY 3M BRAND COMMAND STRIPS ARE ALLOWED\*\*
2. No one shall bring or consume alcoholic beverages on Town grounds. Alcoholic beverages and drugs are prohibited on Town property.
3. All Town facilities and park grounds are smoke free areas. Smoking or use of tobacco is prohibited.
4. No open flame candles, fog or smoke machines.
5. Swimming/diving is prohibited at Cluett Schantz Memorial Park and the Milton Landing Pier.
6. The use of any type of boat is prohibited.
7. The use of loud, boisterous or indecent language is prohibited.
8. Interference with any officer or agent of the Town in performance of his or her duty is prohibited.
9. The dumping of grease or oil from cooking, frying, and/or deep frying is prohibited.
10. Conduct themself in such a manner as to:
  - Endanger the life or property of other individuals at the park/facility.
  - Be offensive or injurious to the morals of any person requesting the park/facility.
  - Injure, deface, disturb, or befoul any part of the park or any building, sign, equipment, or other property therein nor remove, injure or destroy any tree, flower or shrub.
  - Set any fire or assist another to set any fire to any trees, shrubs, grass, leaves, or any other combustible material, or suffer any fire upon other land to extend onto any part of the park/facility.
  - Throw, cast, drop, discharge, deposit, or bring in refuse, waste or other obnoxious material other than in receptacles provided for such purpose.
  - Park, operate, or store any motor car, motorcycle, snow mobile, bicycle within the park/facility except in places designated for such purposes.
  - Bring, carry, allow, accompany or transport in any manner, any fireworks and firearms.
  - Cast, kick, or strike any baseball, golf ball, football, basketball, or other object except in a place designated therefore.
  - Loiter or remain within the park or any part thereof in a vehicle or otherwise after the posted closing hours at such park without general or special permission.
  - Bring, carry, allow, accompany or transport in any matter any dogs, cats or other animals, whether leashed or unleashed, into the park/facility for any purpose whatsoever.
11. Town facilities are monitored by video surveillance; failure to comply with rules, conditions and prohibited acts will result in forfeiture of security deposit.

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Applicants Signature

## Chaperone(s) or Responsible Person(s) in Charge

Name

Address

Phone Number

1. \_\_\_\_\_

2. \_\_\_\_\_

**\*\*Cleanup is responsibility of the Chaperone/Responsible person in charge. Adequate cleaning is defined as leaving the facility in as good or better condition. (Initial \_\_\_\_\_) \*\***

**Agreement:** The undersigned is over 21 years of age and has read this form and read and signed the Regulations and agrees to comply with them. Applicant agrees to be responsible to the Town of Marlborough for the use and care of the facilities. Applicant, on behalf of the \_\_\_\_\_ (Name of organization) hereby covenant and agree to defend, indemnify, and hold harmless the Town of Marlborough from and against any injury or property damage, to the extent permissible by the law, arising out of or in connection with the actual or proposed use of Town of Marlborough property, facilities and/or services by \_\_\_\_\_ (Name of organization). Applicant has read conditions and rules attached, and agree to abide by them.

\*Sports groups and organizations not sponsored by the Town of Marlborough Recreation Committee must provide a Certificate of Insurance, naming Town of Marlborough, 21 Milton Turnpike, P.O. Box 305, Milton, NY 12547 as the Certificate Holder. The certificate must include general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000.00. The certificate must list the Description of Operations.

\_\_\_\_\_  
Applicants Signature

Approval:

\_\_\_\_\_ Town Staff

Date: \_\_\_\_\_

### **Contact Information:**

Park Manager – Tom Schroeder 845-590-7027

Town Clerk's Office – 845-795-5100 Ext. 4  
(Pavilion and Train Station Rentals)

Emily – 845-332-4270  
(Community Center Rentals)

## **Post Event Cleanup Instructions and Checklist**

The Town of Marlborough facilities are in constant use and must be returned to the proper condition and made available for other activities by the end of the approved rental period. The general rules, conditions and post event cleanup rules are strictly adhered to as stated herein. Any area not left in proper order and/or repair will be cleaned and repaired by the Town of Marlborough as necessary and the applicant will forfeit their security deposit and shall be billed for any and all additional costs.

- ☐ All trash from the premises must be removed
  - For pavilion and community/recreation room rentals, the trash must be placed in the dumpster and bags replaced
  - The Train Station is a carry in – carry out facility, ALL trash must be removed by the renter
- ☐ All tables and chairs must be cleaned and be replaced in the manner found
- ☐ Extra tables and chairs must be cleaned, stacked and put back
- ☐ All materials and personal belongings must be removed from the premises at the end of the function - the Town will not be responsible for lost or stolen items
- ☐ All food and drinks, utensils, and equipment must be removed from the refrigerator and facility
- ☐ Applicants are responsible to ensure the cleanup of vendors (caterers, planners, servers, DJ's, florists etc...)
- ☐ All rental areas including bathrooms must be swept and mopped with provided supplies
- ☐ Clean kitchen including sink, countertops, stovetop, oven and all appliance
- ☐ Clean restrooms including sink, countertops, and stalls
- ☐ Remove all decorations
- ☐ No dumping grease or oil from cooking, frying, and/or deep frying
- ☐ Shut and lock all windows and doors
- ☐ Turn off all lights

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Applicants Signature

NOTE: Approval of use of the facility is granted with the knowledge that in the event the space is needed for Town related programs, the Town reserves the right to cancel use of the facility. This request is in effect only on days and times that park is open. In addition, the Town facilities will not be available when park is closed for emergencies or inclement weather.

\*The facility request cannot be considered unless meeting dates and time are specific.

Return application and copy of signed instruction form to the Town Clerk's Office.

## **Building Or Park Use Reservation Form**

Activity Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name of Group/Individual: \_\_\_\_\_

Purpose of Reservation: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

### **INDEMNIFICATION AGREEMENT:**

The \_\_\_\_\_ agrees to defend, indemnify and hold harmless the Town of Marlborough from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from the Town of Marlborough by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the

\_\_\_\_\_ or by third parties, or by the agents, servants, employees or factors of any of them.

### **CERTIFICATE OF INSURANCE REQUIREMENTS:**

The renter at the renter's sole expense shall procure and maintain bodily injury, including death and property damage insurance with a combined limit of at least one million and no/100 dollars (\$1,000,000). The insurance shall be with an "A" best-rated Company licensed to do business in New York State. Such insurance shall insure, on an occurrence basis against all liability of the renter, its employees and agents arising out of or in connection with operations of the renter. The Town of Marlborough which includes its elected officials, officers, board members, agents and employees shall be named as an additional insured on the renter's policy. The renter shall provide to the Town of Marlborough a certificate of insurance evidencing the coverage required by this paragraph on or before the commencement date of the contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## **Facility Use Fees**

Full payment and **additional** refundable cash security deposit are to be submitted at the time of application. Rental fees are to be paid to the Town Clerk's Office in the form of cash, check or money order payable to Town of Marlborough. Cash security deposit is refundable upon inspection and approval.

All organizations using Community Rooms will be required to clean and leave the room in order after use. If the need for extra cleaning is required due to misuse or damage, the Town may ban the organization from future use.

### **Cluett Shantz Memorial Park Pavilion**

<b>Facility Rentals</b>	<b>Resident</b>	<b>Non-Resident</b>
Pavilion w/ Kitchen (Accommodates up to 250 people)	\$450.00	\$650.00
Cash Security Deposit	\$200.00	\$200.00
Cash Security Deposit – Non-Profit Organization	\$100.00	\$100.00

\*Refrigerator, Freezer & Gas Stove Provided\*

Bring your own pots, pans, utensils, and charcoal or propane for grilling.

### **Milton Train Station Community Room**

<b>Facility Rentals</b>	<b>Resident</b>	<b>Non-Resident</b>
Train Station (Maximum Capacity 70 people)	\$450.00	\$650.00
Security Deposit	\$200.00	\$200.00
Hourly Rate - For Meetings Only	\$100.00 per hour	\$150.00 per hour
Town of Marlborough Civic Group/Non-Profit	No fee w/ Town Board Approval	
Cash Security Deposit for Meetings/Non-Profit	\$100.00	\$100.00

\*Tables and Chairs Provided (self set-up)\*

## Marlborough Community Center - Community Room w/ Kitchen (South-Side)

Facility Rentals	Resident	Non-Resident
Community Room Maximum Capacity: 155people w/ tables & chairs 280 people w/ chairs only	\$600.00 (8 hours) \$75.00 each additional hour	\$900.00 (8 hours) \$100.00 each additional hour
Cash Security Deposit	\$200.00	\$200.00
Town of Marlborough Civic Group/Non-Profit	No fee w/ Town Board Approval	N/A
Cash Security Deposit for Meetings	\$100.00	\$100.00

\*Refrigerator, Freezer & Stove Provided\*

Bring your own pots, pans, and utensils.

## Marlborough Community Center - Community Room w/o Kitchen (North-Side)

Facility Rentals	Resident	Non-Resident
Community Room Maximum Capacity: 215 people w/ tables & chairs 400 people w/ chairs only	\$600.00 (8 hours) \$75.00 each additional hour	\$900.00 (8 hours) \$100.00 each additional hour
Cash Security Deposit	\$200.00	\$200.00
Town of Marlborough Civic Group/Non-Profit	No fee w/ Town Board Approval	N/A
Cash Security Deposit for Meetings	\$100.00	\$100.00

## Marlborough Community Center - Conference Room

Facility Rentals	Resident	Non-Resident
Conference Room Maximum Capacity: 20 people w/ tables & chairs 48 people w/ chairs only	\$75.00 per hour	\$125.00 per hour
Cash Security Deposit	\$200.00	\$200.00
Town of Marlborough Civic Group/Non-Profit	No fee w/ Town Board Approval	N/A
Cash Security Deposit for Meetings	\$100.00	\$100.00

Marlborough Community Center (Recreation Only)

Hourly Recreational Rates

Resident - \$125.00 per hour

Non- Resident - \$200.00 per hour

# MARLBOROUGH COMMUNITY CENTER

1520 Rt. 9W - Marlboro, New York 12542

Reservation / Booking Phone Number : (845) 332-4270

The Community Center has a North Side Room & a South Side Room for rental purpose

The rental cost is the SAME for either the North or the South side room

\*Cash, check or money order ONLY – NO debit or credit cards

RESIDENT RATE - \$600.00 plus \$200.00 refundable CASH security deposit

NON-RESIDENT RATE - \$900.00 plus \$200.00 refundable CASH security deposit

\*Payment MUST be made to the Town Clerks Office (21 Milton Turnpike - Milton, NY 12547) within 24 hours of booking or reservation will be canceled

Size of the Rental Room Space:

North Room is 3,250 square feet & the South Room is 2,300 square feet

Maximum occupancy of the Rental Room Space:

North Room: 215 people with table & chairs / 400 people with chairs ONLY

South Room: 155 people with table & chairs / 280 people with chairs ONLY

Room rental time is for a TOTAL of 8 hours ( Start to Finish - Set up to Clean up )

Kitchen is available to the South Room rental ONLY / NOT for use with North Room rental

\* North Room has a dry bar Area - NO Kitchen / No Water / No Sinks

Both the North Side and the South Side rentals have table and chairs

\* North Side has (16) 6 foot round table ( 8 seats per table ) with 160 seats total

\* South Side has (14) 8 foot rectangular tables ( 8 seats per table ) with 85 seats total

Garbage dumpsters are available for use on property in rear of building

\* At the end of the event - ALL interior garbage cans must be emptied and thrown into dumpster

\* Failure to comply will result in a forfeit of security deposit.

Both sides of the building are ADA / handicap accessible

Audio equipment is available on both the North & the South side of the building

There is NO SMOKING and NO ALCOHOL allowed at this facility

***\*Exception: Use of alcohol will be allowed with the purchase and proof of a liquor liability policy with the Town of Marlborough, 21 Milton Turnpike, P.O. Box 305, Milton, NY 12547 named as certificate holder.***

The exterior of the building can only be used for recreation purposes ( first come / first serve ) \*

Example: corn hole / frisbee etc.

\*\* There is NO use of exterior of building for: tents, table, chairs and cooking ( BBQ ) Etc.

The interior rental space CAN NOT be used for recreation that includes throwing of any objects

Decorations of the facility will be limited - there is NO tape, staples, tacks, nails etc. to be fixed to the walls or ceilings. ANY damage done will result in forfeiting of security deposit & ALL fees billed to applicant to repair damage. \* ONLY 3M brand command strips will be allowed.