

# Duanesburg Volunteer Ambulance Corps, Inc.

PO Box 130

130 Cole Road

Delanson, New York 12053

Tel(518) 895-2200 Fax (518)-895-2800

## COMMUNITY ROOM RENTAL AGREEMENT

Name/Organization + Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Address \_\_\_\_\_

Event Description \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

DVAC Sign Requested Y / N Requested Text \_\_\_\_\_

*(All efforts will be made to accommodate a sign request; however, DVAC events and messages have primary rights to the sign)*

**Please Note:**

**All checks must be made payable/mailed to: Duanesburg Volunteer Ambulance Corps.  
PO Box 130 Delanson, NY 12053**

**Rental deposits (\$50/day) must be paid in full at time of reservation.**

**Rental fees must be paid in full no less than one week prior to event.**

**Reservation/Cleaning/Damage Deposit:**

A fifty dollar (\$50.00) per day refundable Reservation/Cleaning/Damage Deposit will be taken upon reservation of the Community Room. No event will be scheduled without receipt of check/cash deposit. This deposit will be returned to the renter upon satisfactory secondary inspection (minus any reservation fees, cleaning fees, or damages assessed). Returned deposits will be processed on the next business day after the event. There will be a forty dollar (\$40.00) returned check fee for all NSF checks. (Community Room floor is hardwood so please do not push or drag heavy items around room.) DVAC retains the right to collect on damages that exceed the security deposit.

**Conditions:**

An inspection of the facility will be conducted prior to any guest being allowed into the building. This inspection will consist of the Renter and the Facility Rental Manager inspecting all rooms and equipment, noting the condition in which all rooms/equipment are to be in at the conclusion of the scheduled event. A secondary inspection will be performed upon conclusion of the event, prior to the Cleaning/Damage Deposit being returned to the Renter.

**Rental Fee:**

- Rental Fee of the Community Room is one hundred dollars (\$100.00) a day.
- Full use of the kitchen, including ovens/stove, requires an additional one hundred dollars (\$100.00) per day fee.

**Late Cancellation Fee:**

Notice of cancellation must be given to the facility Rental Manager no less than three (3) weeks prior to the events scheduled date in order to receive a full refund of the Reservation/Cleaning/Damage Deposit. Cancellations submitted less than three (3) weeks prior to the events scheduled date may be assessed a fifty dollar (\$50.00) Late Cancellation fee and will be subtracted from the reservation/Cleaning/Damage Deposit prior to refund at the discretion of DVAC. All cancellations

must be reported to the Rental Manager, Jean Frisbee

or DVAC Secretary, Valerie Pagano

**Damages/Unkempt Conditions:**

- Should any damage occur to the facility while in use, the facility Rental Manager must be notified immediately.
- All damages will be assessed, estimates of repair will be obtained, and cost of said repair will be subtracted from the Reservation/Cleaning/Damage deposit prior to refund.
- The Renter is responsible for leaving the facilities in the same condition found upon pre-inspection.
- Should any cleaning need to be done by Duanesburg Volunteer Ambulance Corps, the rental deposit will be forfeited.
- Cleaning supplies such as brooms, mops, buckets, and soap will be provided by the Duanesburg Volunteer Ambulance Corps.
- **The affixing/removal of any posters, signs, banners, or other material to painted wall surfaces or ceiling with tape, nails, or any other device is prohibited.**

**Alcoholic Beverages:**

The Duanesburg Volunteer Ambulance Corps is not responsible for providing alcoholic beverages for any event. Only beer and wine is allowed to be served (no hard alcohol or spirits). If beer and wine is being served at the event, it shall be responsibility of the Renter to ensure guests consuming beer and wine are 21 years of age, according to New York State Law. It shall be the responsibility of the Renter to strictly enforce this alcohol policy of the Duanesburg Volunteer Ambulance Corps and be compliant with New York State Law. The Duanesburg Volunteer Ambulance Corps reserves the right to request that any guest consuming beer and wine beverages produce proof of age. The Duanesburg Volunteer Ambulance Corps reserves the right to ask any guest to leave the premises for non-compliance. No alcohol is allowed to be consumed in the parking lot areas of the Ambulance Corps. **An insurance binder must be provided in the amount of one million dollars (\$1,000,000.00), with Duanesburg Volunteer Ambulance Corps, Inc. listed as Additional Insured, one week prior to events which will serve beer and wine.**

**Event Cut off/Noise Ordinance:**

**The cut off time for any event will be 11:00 pm on the scheduled day of the event.** We ask that all cleaning be done by this time. Our neighbors are very important to us. We ask that you keep all noise and music at an appropriate level after dark. The Duanesburg Volunteer Ambulance Corps reserves the right to lower the volume on any music or noise deemed inappropriate for the time of day.

**Parking:**

All guests will park in the designated "Guest Parking" lot". Do not park in the reserved spaces or in the "Ambulance Parking" lot. No Parking is allowed on the grass. **Failure to abide by these parking instruction may result in forfeiture of deposit and/or towing of offending vehicles.**

**Garbage:**

It is the responsibility of the renter to dispose of any garbage produced as a result of scheduled event. All garbage and refuse is to be disposed in the provided garbage cans. At the end of event, all garbage will be removed from the facility cans, the garbage bags will be tied tightly, and they will be disposed of in the dumpster located behind the building. In the event of the dumpster being full, the garbage bags will be placed, tightly tied, by the back door in the kitchen.

**Miscellaneous:**

Event guests shall not wander the halls or other areas of Duanesburg Volunteer Ambulance Corps outside of the building or designated event area without being accompanied by a member of Duanesburg Volunteer Ambulance Corps. At no time is any unsupervised guest allowed near or to play on any piece of ambulance apparatus. All guests are to refrain from trespassing on adjoining property. Any unsupervised guest found outside of the designated event areas will be escorted back to the community room. Any guest found outside of the designated areas a second time will be asked to leave the premises. The use of Bouncy Bounces, Climbing Rock Walls, or any other entertainment device is allowed only with a certificate of Insurance delivered to and verified by the Duanesburg Volunteer Ambulance Corps. The provider of entertainment devices (bouncy bounces, climbing rock walls, etc.) shall provide proof of insurance to Duanesburg Volunteer Ambulance Corps one week prior to the event. No items are to be left in the hallway in front of the elevator during the event or after.

*I, the undersigned, have read, understood, and agree to all the conditions and provisions as set above. I have completed the Pre-Event Inspection and am satisfied that the facility is in working order and will meet the needs of my event as is.*

Renter/Contact Person Signature: \_\_\_\_\_

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

Facility Rental Manager Signature: \_\_\_\_\_

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

Contact Information for Facility Rental Managers: *{assigned Facility Rental Manager is circled}*

Jean Frisbee(Rental Manager)	518.895.2234 (land line)
Valerie Pagano (Secretary)	315.243.1381 (cellular)
Erica Remling (President)	518.366.8411 (cellular)
Cori Hoffman (Controller)	518.421.7868 (cellular)
Steven Zink (Treasurer)	518.817.1288 (cellular)

**FOR OFFICE USE ONLY**

Pre-event inspection completed? \_\_\_\_\_ Date: \_\_\_\_\_

Post-event inspection completed? \_\_\_\_\_ Date: \_\_\_\_\_ Renter Present: Y / N

Reservation/Cleaning/Damage Deposit received? Y / N Check # \_\_\_\_\_ Date \_\_\_\_\_

Rental Fees received? Y / N Check # \_\_\_\_\_ Date \_\_\_\_\_

Cleaning/Damage/Cancellation Fee assessed? Y / N \_\_\_\_\_ Date \_\_\_\_\_

*Please attach copy of letter to renter advising that deposit is forfeited.*

Net funds refunded back to Renter: Check # \_\_\_\_\_ Date \_\_\_\_\_

Rental Complete Y / N

Assigned Facility Rental Manager's Signature \_\_\_\_\_



# DVAC Community Room Rental Client Orientation Checklist

When meeting with the rental client for the pre-visit inspection, please remember the following items:

- Event parking should all be in front of the building, if the crowd is larger we can arrange for cones blocking entrances to the member response parking area
- Evening events may have the outside parking lights illuminated (light switch is by the wheelchair ramp by the elevator on the middle floor)
- The coffee pot in the kitchen may be used, explain its use (turn it on 30-45 minutes before needing to make coffee)
- DO NOT USE COFFEE POT AND MICROWAVE AT THE SAME TIME.
- The rental swipe pass is hanging in the closet closest to the door to the garage in the community room, when rental is complete the key should be left in the kitchen in front of the coffee pot (turned to the off position)
- The thermostat is currently uncovered until Bob finds a new cover to replace the broken one, it should be turned up 2 hours before the event to no higher than 68 and turned down to 60 at the end of the event
- The tables and chairs should all be put away at the end of the event ~ chairs no higher than 7 in a pile ~ tables rolled out to the carriage holder in the ante room
- Nothing may be attached/affixed to the wall
- Tables should be rolled or carried in the community room, never dragged
- The front door may be blocked open with the white duct tape, the tape MUST be removed at the end of the event
- NO VISITORS ARE ALLOWED TO ENTER THE GARAGE OR BASEMENT AREA.
- Minors are to be supervised at all times.
- Restrooms have motion sensitive lights and should have their trash emptied by DVAC before the event and by the rental client after the event
- All event trash must be removed and taken to the dumpster in the back when complete
- Any messes on the floors of the kitchen or community room must be swept and mopped to return floor to condition found (bring the mop from the garage to the handicapped area for ease in access)
- Any problems during the event, provide officers list
- Alcohol service is only allowed with the insurance rider and is limited to beer and wine only
- Refrigerator and freezer may be used but need to be cleared of items before end of the event
- Guests and children who are present for the event must remain on DVAC property and stay within the the community room, restrooms or immediately in between.