



DUANESBURG VOLUNTEER AMBULANCE CORPS, INC.

130 Cole Road ~ Post Office Box 130
Delanson, New York 12053-0130

(518) 895-2200 Main Number
(518) 895-2800 Business Fax

COMMUNITY ROOM RENTAL POLICY and AGREEMENT

- The Renter shall be completely accountable for any damage to the Duanesburg Ambulance facilities resulting from the renter's activities.
- Prior to usage of the Hall, the Sponsor is required to be familiar with all of the equipment in the kitchen. **The Renter must be sponsored** by a current Duanesburg Ambulance support member in good standing.

Renter Name: _____ Duanesburg Ambulance Sponsor: _____

Address: _____ Phone Number (s): _____

Email Address: _____

Event Type: _____

Date of Event: _____ Start Time: _____ End Time: _____

Kitchen Use: Yes _____ NO _____ Band/ DJ: Yes _____ NO _____

***Any event open to the public that is advertised through electronic or print sources must first be reviewed and approved by the Duanesburg Ambulance, Board of Directors.

Please Note:

- All checks must be made payable/mailed to Duanesburg Ambulance, PO Box 130, Delanson, NY 12053
- All donations and fees must be paid in full no less than one week prior to event.

Reservation/Cleaning/Damage Deposit:

A \$50.00 per day refundable reservation/cleaning/damage deposit will be taken upon reservation of the Community Room unless the full \$150.00 fee is paid in advance. No event will be scheduled without receipt of check/cash deposit or payment in full. Upon request, the \$50.00 deposit will be returned to the renter after satisfactory secondary inspection (minus any cleaning fees or damages assessed). If the deposit isn't requested within 30 days, it will be considered a donation to the Corps. There will be a \$40.00 returned check fee for all NSF checks. (The Community room Floor is hardwood so please do not push or drag heavy items around the room).

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 Duanesburg Ambulance sponsor 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 Donation:

- Rental donation of the Community Room is \$150.00 a day.
- Full use of the kitchen, including ovens/stove, requires an additional donation of \$100.00 per day.



DUANESBURG VOLUNTEER AMBULANCE CORPS, INC.

130 Cole Road ~ Post Office Box 130
Delanson, New York 12053-0130

(518) 895-2200 Main Number
(518) 895-2800 Business Fax

COMMUNITY ROOM RENTAL POLICY and AGREEMENT

Late Cancellation Fee:

Notice of cancellation must be given to the Facility Chairperson and/or the Chairperson of the Board no less than three (3) weeks prior to the events scheduled date in order to receive a full refund. Cancellations submitted less than three (3) weeks prior to the events scheduled date will be assessed a \$50.00 late cancellation fee. All cancellations must be reported to the Facility Chairperson and/or the Chairperson of the Board via email at Chair@duanesburgambulance.com.

Damages/Unkept Conditions:

NO TACKS OR TAPE TO BE USED ON THE WALLS, DOORS, OR CEILING.

- Should any damage occur to the facility while in use, the Duanesburg Ambulance Sponsor 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 Ambulance, the rental deposit will be forfeited.
- Cleaning supplies such as brooms, mops, buckets, and soap will be provided by the Duanesburg Ambulance.
- 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:

No alcohol is allowed to be consumed during the event as well as in the parking lot areas of the Ambulance Corps. The renter also agrees to Hold Harmless, Indemnify and Defend the Duanesburg Ambulance from any and all claims arising out of the consumption of alcoholic beverages in connection with this event and further agree and represent that alcoholic beverages will not be dispensed or served in violation of the General Obligations Law and/or State Liquor Law.

Event Cut off/Noise Ordinance:

- Curfew on Friday and Saturday - Music will stop by 11:00 PM with the party ending by midnight.
- Curfew on Sunday through Thursday - Music will stop by 10:00 PM with the party ending at 11:00 PM. 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 Ambulance 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 guest parking lot. Please 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 instructions may result in forfeiture of deposit and/or towing of offending vehicles.

Garbage:

All garbage and refuse are 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 in the dumpster located behind the building. In the event of the dumpster being full, the garbage bags will be placed, tightly tied, by



DUANESBURG VOLUNTEER AMBULANCE CORPS, INC.

130 Cole Road ~ Post Office Box 130
Delanson, New York 12053-0130

(518) 895-2200 Main Number
(518) 895-2800 Business Fax

COMMUNITY ROOM RENTAL POLICY and AGREEMENT

the back door in the kitchen. It is the responsibility of the renter to dispose of any garbage produced as a result of scheduled event.

Miscellaneous:

Event guests shall not wander the halls or other areas of Duanesburg Ambulance outside of the designated event area without being accompanied by a member of Duanesburg Ambulance. At no time is any unsupervised guest allowed near or to play on any piece of ambulance apparatus. 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 Ambulance.

I, the undersigned, hold Duanesburg Ambulance harmless against any and all such claims, damages, losses and expenses, including reasonable attorney's fees, as a result of my event. This provision is intended by the parties to be broadly interpreted so as to accomplish the goal of relieving the Duanesburg Ambulance from any cost or liability associated with my event.

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: _____ Print Name _____
Date: _____

Duanesburg Ambulance Sponsoring Member Signature: _____
Date: _____

FOR OFFICE USE ONLY

Pre-event inspection completed? _____
Post-event inspection completed? _____
Reservation/Cleaning/Damage Deposit received? _____
Rental Fees received? _____
Cleaning/Damage/Cancellation Fee assessed? _____
Net \$ refunded back to Renter: _____
Facility rental Manager's Initials: _____

RULES AND REGULATIONS FOR THE DUANESBURG AMBULANCE MEMBER SUPERVISING AND SPONSORING THE EVENT:

HALL RENTALS AND KITCHEN USAGE WILL ONLY BE ALLOWED BY A MEMBER IN GOOD STANDING OF DUANESBURG AMBULANCE. MEMBERS IN GOOD STANDING MAY ALSO SPONSOR AN EVENT BY FOLLOWING THE BELOW POLICY

RESTRICTIONS:

Use of the Community Room and kitchen is restricted to the following:



DUANESBURG VOLUNTEER AMBULANCE CORPS, INC.

130 Cole Road ~ Post Office Box 130
Delanson, New York 12053-0130

(518) 895-2200 Main Number
(518) 895-2800 Business Fax

COMMUNITY ROOM RENTAL POLICY and AGREEMENT

Duanesburg Ambulance Members in good standing, Medical Members and Duanesburg Ambulance Employees (**OVER THE AGE OF (18) EIGHTEEN**) and Official Emergency Services Functions. Only members in good standing can sponsor an event and must follow all of the rules and regulations in this document.

Prior to the event, the Sponsoring member must have the attached application filed with the Board of Directors of Duanesburg Ambulance. Upon completion of the application the sponsoring Duanesburg Ambulance member will contact the Facility Chairperson and the Chairperson of the Board to discuss the time for doors to unlock and relock. This is programmed through the badge system computer. The renter must still use his/her door card enter the building. **If the renter needs to cancel the event, they must notify the CHAIRPERSON of the Board AND THE Facilities Chairperson to ensure the building is not left open.**

NO TACKS OR TAPE ARE TO BE USED ON THE WALLS, DOORS, OR CEILING.

OTHER SPECIFIC RESTRICTIONS:

No one shall use the Community Room or Grounds for any political events.

Other than a Duanesburg Ambulance sponsored event, No one shall Use the Community Room or Grounds for the purpose of making a profit.

- This is a non-smoking building.
- The Duanesburg Ambulance bays are off limits to the public at all times.
- No bands or DJ without prior Board of Directors approval.
- No tacks or tape on the walls, windows or ceiling. Some decorations may be hung with prior approval of the Board of Directors.
- No sitting on tables or standing on chairs.
- No one is to wander through the Duanesburg Ambulance facility and or property.
- The ambulance bay area is completely off limits (except when accompanied by a medical member approved by the Chief).
- Permission must be given by the Board of Directors to use Duanesburg Ambulance owned supplies.

CAPACITIES:

- A minimum attendance of ten (10) people.
- The Community Room is restricted to ninety-nine (99) people.

CURFEWS:

- Curfew on Friday and Saturday - Music will stop by 11:00 PM with the party ending by midnight.
- Curfew on Sunday through Thursday - Music will stop by 10:00 PM with the party ending at 11:00 PM



DUANESBURG VOLUNTEER AMBULANCE CORPS, INC.

130 Cole Road ~ Post Office Box 130
Delanson, New York 12053-0130

(518) 895-2200 Main Number
(518) 895-2800 Business Fax

COMMUNITY ROOM RENTAL POLICY and AGREEMENT

PARKING:

Guest Parking is permitted in the lot at the side of Duanesburg Ambulance only. **There will be NO PARKING in the front of the Garage Doors at any time.**

The Duanesburg Ambulance sponsoring member is responsible to ensure the event runs in accordance with the rules and regulations as set by the Duanesburg Ambulance Board and in accordance with this policy.

- If the Duanesburg Ambulance Sponsor sees infractions of these rules taking place, then he/she is charged with advising the persons involved that these infractions must stop. If the Duanesburg Ambulance Sponsor is not listened to, then he/she should attempt to contact a Board member to handle the situation.
- The Duanesburg Ambulance Sponsor may not leave the event for any reason. The sponsor assigned must stay with the event until its completion. The sponsor may not leave the event to answer any calls, unless advised to do so by the Chief.
- If the Duanesburg Ambulance sponsor has a personal emergency arise during the event that requires him/her to leave the event, he/she must attempt to reach a Board member or the Chief of the corps. They may not for any reason leave the event unsupervised.

The Duanesburg Ambulance Sponsor will ensure that the facilities are returned to the way they were found prior to the beginning of the event. **The Sponsor will ensure that a hall usage checklist is completed and filed in the Boards mailbox prior to leaving the building.**

The Duanesburg Ambulance Sponsor will be the last person to leave the event, ensuring all doors are locked and the building is secured before leaving. The Sponsor will report anything that needs immediate attention at once to the Board via email.

CANCELLATIONS:

The Hall renters are reminded that the primary responsibility of Duanesburg Ambulance is to provide emergency services to the residents. **Because of this, Duanesburg Ambulance may, at its discretion, cancel any event scheduled. If this action needs to take place, every effort will be made to notify the people involved as soon as possible.**

EQUIPMENT USAGE:

Kitchen supplies and equipment will not be used unless prior arraignments have been made. Only a Duanesburg Ambulance member will be allowed to use the kitchen equipment and/or supplies.

LOSSES & THEFTS:

Duanesburg Ambulance will not be held liable for loss, theft, or personal injuries to invited guests while an event is being held. The renter of the facility agrees to be liable for any loss by theft or damage done to the property belonging to Duanesburg Ambulance.



DUANESBURG VOLUNTEER AMBULANCE CORPS, INC.

130 Cole Road ~ Post Office Box 130
Delanson, New York 12053-0130

(518) 895-2200 Main Number
(518) 895-2800 Business Fax

COMMUNITY ROOM RENTAL POLICY and AGREEMENT

Board of Directors Approval dated: _____

Board Approval and vote:

BOARD MEMBER	DATE	VOTE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____