

# Village of Arkport Community Room Facilities Form & Rules and Regulations

## Rules and Regulations for the use of the Village Hall Community Room/Kitchen

The Village of Arkport's Community Room and kitchen are available to village residents, village organizations and non-residents. Reservations must be made prior to the event through the office of the Village Clerk and may be subject to approval by the Board of Trustees.

Village office hours are Monday – Thursday from 9am to 1pm Office: (607) 295-7346

Mail in application accompanied with deposit check is permissible

Village of Arkport, PO Box 465, Arkport, NY 14807-0465

### Reservations:

1. Application and security deposit of **\$50.00** must be received by the Village Clerk to reserve the event.  
Payment form of cash, check or money order is accepted. Sorry, we cannot accept credit or debit payments at this time.
2. FEES: Village Residents - **\$75.00** for the use of the hall/kitchen  
Non-Residents - **\$100.00** for the use of the hall/kitchen
3. The cost of any damage and repair in excess of the security deposit will be billed to the permitted.
4. Keys **Must** be picked up by Thursday before your reservation.
5. Key must be returned to the Village Office on the following business day after the event. A drop box is located in the front of the Village Hall building. Failure to comply will forfeit the security deposit.
6. Will be using the stove? Yes \_\_\_\_\_ No \_\_\_\_\_.

### Rules: PLEASE SEE REVERSE SIDE

**Cancellation:** Must be made 10 days prior to your event to receive refund of deposit. If cancelled 9 days or less the deposit is non-refundable.

Fill out the information requested, sign as indicated, and return to the Village Clerk's Office.

Date and Time Facilities Requested: Date: _____ Time: _____	Advertisement?? Time: _____
User: _____ Telephone: _____	Stove:    Yes  Or    No
Mailing Address: _____	
Community Room Payment: \$ _____ Cash _____ Check# _____ Key# _____ Return Date _____	
Community Room Deposit: \$ 50.00 _____ Cash _____ Check# _____ Deposit Returned Date _____	

→ I hereby agree to comply with the rules and regulations as stated above. PLEASE SIGN