Village of Arkport Community Room
Application/Liability Waiver & 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 9 AM to 1 PM - 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/liability waiver and **SECURITY DEPOSIT** of **$300.00** must be received in the Village Office prior to event date to reserve the location. Payment in the form of cash, check, money order or credit card (must be done **IN PERSON** and there's a 3% service fee) is accepted. If paying by check, **PAYMENT FOR BOTH DEPOSIT AND RENTAL MUST BE RECEIVED 2 WEEKS PRIOR TO DATE OF EVENT.**
2. **FEES**: **$100.00** per day 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. Due to the renovations which included new carpet throughout, there will no longer be allowed any food or drink in the room.
5. Keys **Must** be picked up the Thursday before your reservation **AND** returned to the Village Office the same day after the event. A drop box is located in the front of the Village Office Door.
6. By signing this application, you hereby knowingly and freely assume all responsibility for any risk of lost, stolen or personal property damage, or injury that may be sustained while on the premises. I hereby release the Village of Arkport and staff (Mayor, trustees, dpw and office staff) of all responsibility and liability of injury, death, loss or damage to personal property associated with activities participated in this event.
7. Failure to comply with any of the rules or not returning the key will forfeit the security deposit.

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: _____
(Include set-up/tear-down for day's event)

User: _____ Phone: _____
Name Email

Mailing Address: _____

Reason for use: _____

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

_____
(SIGNATURE) **(DATE SIGNED)**

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Rev October 2026

Community Room Payment: $ _____ Cash ____ Check# _____ Key#_____ Return Date _____

Community Room Deposit: $ 300.00 Cash _____ Check# _____ Deposit Returned Date _____

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OFFICE USE ONLY: Date Reservation/Form Completed: _____ Date Logged: _____ Staff Initial: _____
Date Deposit Returned: _____ Date Transfer to GF Logged: _____ Staff Initial: _____

Village of Arkport Community Room
Rules and Regulations

It is our pleasure to host your event. In order to continue to provide space for community events, we ask that you adhere to the following rules to keep our facility presentable for future events. Please be aware that access to the Community Room is ONLY for THE DAY OF THE EVENT. If access is needed prior to your event an additional fee will be charged.

1.) NO SMOKING ALLOWED ON THE PREMISES.

2.) NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES.

3.) NO FOOD OR DRINK ALLOWED IN COMMUNITY ROOM.

4.) NO PETS ALLOWED. SERVICE DOGS ARE ALLOWED AS LONG AS THE PROPER PAPERWORK IS ON FILE WITH THE VILLAGE CLERK PRIOR TO USE OF THE ROOM.

5.) ONLY THE USE OF MASKING TAPE FOR WALL DECORATIONS IS PERMITTED. THE USE OF PUSH-PINS OR ANY OTHER TAPE/FASTENER IS PROHIBITED.

6.) THE KITCHEN MUST BE LEFT IN A NEAT AND TIDY CONDITION (FLOORS SWEPT, COUNTER TOPS, STOVE AND REFRIGERATORS WIPED CLEAN OF ANY SPILLS, COFFEE POTS CLEANED (IF USED), GARBAGE MUST BE TAKEN WITH YOU UPON LEAVING). THERE IS A BROOM AND DUSTPAN AVAILABLE IN KITCHEN FOR YOUR USE IN CLEANING UP.

7.) THE COMMUNITY HALL MUST BE LEFT NEAT AND TIDY (ALL TABLES AND CHAIRS WIPED DOWN AND STACKED). CONFETTI, PAPERS, ETC., VACUUMED UP FROM CARPET). THERE IS A VACUUM CLEANER AVAILABLE IN THE KITCHEN FOR YOUR USE IN CLEANING UP.

8.) ACCIDENTS ARE UNDERSTANDABLE SO PLEASE REPORT ANY DAMAGE THE NEXT BUSINESS DAY TO THE VILLAGE CLERK (THIS MAY AVOID A CHARGE).

9.) THE PREMISES MUST BE CLEARED PROMPTLY ACCORDING TO THE HOURS OF YOUR RESERVATION; KEY DROPPED OFF IN THE SLOT ON THE VILLAGE MAIN DOOR.

10.) THIS RESERVATION ALLOWS ACCESS TO THE COMMUNITY ROOM FOR THE DAY OF THE EVENT ONLY. IF NEED/WANT ACCESS TO THE ROOM PRIOR TO DATE OF EVENT, AN ADDITIONAL FEE WILL BE ASSESSED.

11.) COMMUNITY ROOM HOURS OF USAGE: 8:00 AM – 9:00 PM DAY OF THE EVENT.

12.) **FAILURE TO COMPLY WILL RESULT IN FORFEITURE OF THE DEPOSIT.**

IN THE EVENT OF AN EMERGENCY CONTACT:

Theo Jane Holder - Clerk 607-382-6195
Bonnie Dungan – Deputy Clerk -607-382-5118

POLICE/AMBULANCE/FIRE------911