



**CATSKILL COMMUNITY CENTER**  
**Facility and Building Use Agreement**

The Board of Directors for the Catskill Community Center has agreed to rent out our space in accordance with the terms and conditions set forth in this document. The Center will rent out space without discrimination on the basis of race, color, creed, national origin, disability, ethnic background or sexual orientation.

This policy outlines the rules for using our facilities and fees associated with it.

The Community Center **will not** rent space to the following organizations or individuals:

- Partisan political groups
- Organizations or individuals whose activities are in conflict with the mission of the Community Center
- Organizations or individuals that discriminate

**Conditions for use:**

- All users will designate a “supervisor/contact” who will be with the group always.
- All minor children must be supervised by an adult always.
- Smoking and non-prescribed drugs are prohibited inside the building.
- There is no smoking within 15 feet outside the building. There are 2 public parks where smoking is permitted.
- Alcoholic beverages are not permitted.
- Liability Insurance is required. Should an individual/organization not have liability insurance, you will need to purchase and event insurance policy. Individuals can provide proof of homeowner or renter’s insurance.
- The Community Center reserves the right to ask the group or individuals attending the event that are not obeying the rules, or appear to pose a danger to themselves or others to leave. In the event this happens, there will be no refund of fees.
- The Community Center is not responsible for trash removal. All users must carry out their trash.
- The Center is only available when we have staff in the building. Staff fees are built into the rental fee for non-working hours.
- Tables and chairs are available for your use.
- Kitchen equipment, dishware, etc. are not for public use.
- Every group is expected to leave the room clean, and in the condition, it was found. Any damage or residual trash will be deducted from your rental deposit.
- Prior to setting up for your event, renters should check the space for any noticeable damage and bring it immediately to the attention of the staff member on duty. After the event, the staff member will do a sweep of the room, checking for garbage, damages to the walls, doors or bathrooms. Once he/she give the ok, the renter is free to go. Your rental deposit of \$50.00 will be returned to you by mail within 48 hours after the event.
- Local community non-profit organizations that we sponsor programs or collaborate programs with may use our facilities at no charge. These organizations are encouraged to make a nominal donation for the use of space after normal working hours.
- For a full refund of fees, cancellations must be made no less than 3 days prior to the event. No refunds will be issued after that time. If the Community Center cancels, we will issue a full refund.

**FEE SCHEDULE**

**NORMAL BUSINESS HOURS**

**Monday – Thursday**

**9:00 AM – 5 PM**

| <b>ROOM</b>                      | <b>INDIVIDUAL USAGE</b>                 | <b>(CCC Non-Sponsored or Regional) NON-PROFIT ORGANIZATIONS</b> | <b>FOR PROFIT ORGANIZATIONS</b>         | <b>REFUNDABLE DEPOSIT FEE</b> |
|----------------------------------|---|---|---|-------------------------------|
| <b>Annex<br/>Fits up to 102</b>  | \$40.00 (1/2 day)<br>\$80.00 (full day) | \$40.00 (1/2 day)<br>\$80.00 (full day)                         | \$40.00 (1/2 day)<br>\$80.00 (full day) | \$50.00                       |
| <b>Gallery<br/>Fits up to 64</b> | \$40.00 (1/2 day)<br>\$80.00 (full day) | \$40.00 (1/2 day)<br>\$80.00 (full day)                         | \$40.00 (1/2 day)<br>\$80.00 (full day) | \$50.00                       |

**AFTER HOURS AND WEEKENDS**

| <b>ROOM</b>  | <b>INDIVIDUALS</b>       | <b>(CCC Non-Sponsored or Regional) NON-PROFIT ORGANIZATIONS</b> | <b>FOR PROFIT ORGANIZATIONS</b>           | <b>REFUNDABLE DEPOSIT FEE</b> |
|--|--------------------------|---|---|-------------------------------|
| <b>Annex<br/>Fits up to 102<br/>Meetings only</b>  |                          | \$100.00 (1/2 day)<br>\$200.00 (full day)                       | \$100.00 (1/2 day)<br>\$200.00 (full day) | \$50.00                       |
| <b>Gallery<br/>Fits up to 64<br/>Meetings only</b> |                          | \$100.00 (1/2 day)<br>\$200.00 (full day)                       | \$100.00 (1/2 day)<br>\$200.00 (full day) | \$50.00                       |
| <b>*Party Rentals<br/>up to 274</b>                | \$150.00 (up to 4 hours) |   |   | \$50.00                       |