



TOWN OF WEBSTER
985 Ebner Dr. Webster, New York, 14580

WEBSTER COMMUNITY CENTER
ROOM RESERVATION FORM

Building Hours: **Mon-Thurs: 8:30am - 9:00pm**
 Fri & Sat: 8:30am - 5:00pm

Phone Number: **(585) 872 -7103**

Today's Date _____

Organization _____ Person Responsible _____

Home Phone _____ Work Phone _____ Cell/Pager _____

Description of Event _____ Address _____

Will there be food or beverages YES ____ NO ____

Certificate of Insurance is needed for groups using our facility. Please attach a copy of insurance to this form.

Date(s) Requested	Room Requested	Start Time (include set-up time)	End Time (include clean-up time)	Number of People	Room Charge

Total Amount Due \$ _____ **Date of Payment** ____/____/____ **Check #** _____

MC/Visa Number _____ / _____ / _____ **Exp. Date** _____

Card Holder's Name _____ **Signature required on back**

IMPORTANT NOTE: ROOM ASSIGNMENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE. You are responsible for leaving the room exactly as you found it. We do not provide special set-ups or take-downs without prior arrangements and an additional fee.

Facility Fees

Cafetorium.....	\$35 first hour \$15 for each additional hour	SPECIAL SET-UPS.....	\$25
Gym.....	\$35 first hour \$15 for each additional hour	BUILDING ATTEND.....	\$12/hr
Non-resident fee	\$50 first hour \$20 each additional hour	KITCHEN ATTEND.....	\$12/hr
All other rooms	\$20 first hour \$10 each additional hour	Non-resident fee	\$30 first hour \$15 each add.

PLEASE NOTE: YOU WILL BE CHARGED AN ADDITIONAL \$50 DEPOSIT IF YOU ARE PLANNING ON HAVING FOOD IN THE ROOM YOU ARE RENTING.

PUBLIC USE OF FACILITIES POLICY
These are the policies while using any Park Facility:

1. The administrative office at the Webster Parks and Recreation Department is open Monday through Thursday from 8:30am – 9:00pm and Friday and Saturday from 8:30am – 5:00pm. The office phone number is # 585-872-7103 and our fax number is # 585-872-7111.
2. In cases of schedule conflicts, the Town of Webster’s Park and Recreation programs take precedence over any other public or rental use.
3. A person, 21 years of age or older, must stay with the group at all times during the use of the facility. Children must be supervised at all times as well.
4. Neither alcoholic beverages or smoking are permitted.
5. The person, group or organization using the facility is responsible for any damage or unacceptable conditions.
6. Payment is required at the time of application. Prices are subject to change without notice. There is also a 20% cancellation fee.

BY SIGNING THE REQUEST, MY ORGANIZATION AND I AGREE TO BE BOUND BY THE ABOVE TERMS AND CONDITIONS, TO PAY FEES CHARGED AND TO PAY THE COST OF REPAIR OR REPLACEMENT OF THE TOWN OF WEBSTER PARKS PROPERTY DAMAGED AS A RESULT OF THE USE OF THIS FACILITY.

Signature required _____ Date _____