

TOWN OF SCIO

4355 Co Rt 10 (Vandermark Rd)
PO BOX 105
Scio, NY 14880
(585) 593-5777 (fax) 593-0302

HALL RENTAL AGREEMENT

* Name: _____

* Address: _____

Phone #

Email

* Nature of Organization: _____
(private, non-profit, meeting, group, etc.)

* Please describe: _____

* Date of event: _____ Time: _____ to _____

* Approximate Number attending: _____

* **I have received, read and understand the Town of Scio Hall Rental "Policy and Rules". I take responsibility to ensure that all participants adhere to the policy.**

Signature of Renter (Responsible) Party: _____

Today's Date _____

For Office Use Only

Total Fee= \$ _____ Full payment received _____ Check# _____

Usage Fee \$ _____ Cleaning Deposit: \$ _____

No Charge resident: _____

POLICY AND RULES
Town of Scio Hall Rental

MAXIMUM OCCUPANCY 228

1. Clean all tables and chairs and return to the proper rack
2. Turn the Thermostat back to 60 degrees F
3. Turn off all lights and make sure all doors and windows are locked
4. Sweep and/or mop floor
5. Take out all of the garbage
6. Leave no food in the kitchen or in the refrigerator
7. All dishes, appliances, etc. used in the kitchen must be cleaned and stored in their proper place
8. All property belonging to the Town Hall must stay in the Town Hall
9. No illegal use of alcohol under the age of 21 years, or drugs
10. Leave the hall as you found it
11. Return the keys to the drop box out front (you will be charged an additional \$10 if key is not returned)
12. Remember this is a smoke FREE building

The Town of Scio takes no responsibility for personal effects and possessions left on the premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

The town of Scio will assess the condition of the facility once you have vacated it. The cleaning deposit will be returned accordingly. The authorization of payments will be made each month at the Town's regular board meetings.

Renter agrees to hold harmless and indemnify, the Town of Scio for any and all injury or damages that take place on the premises, unless the injury or damage is caused by the sole negligence of the owner, The Town of Scio.

If the event of an EMERGENCY please contact Town Supervisor, Kim Demick Home (585) 593-0845/ cell 610-5760 OR Mr. Pete Farwell (585) 593-1828