

TOWN OF TRENTON

8520 Old Poland Rd
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APPLICATION FOR USE OF PUBLIC MEETING ROOM
AND
TOWN OF TRENTON PUBLIC MEETING ROOM USE AGREEMENT

This application is being made with the understanding that the applicant has read, acknowledges and understands the Rules and Regulations of the Town of Trenton (on back of this form) and will comply with the same. Failure to comply will result in forfeiture of any deposits paid and a possible permanent ban of the use of Town facilities.

PRESS HARD, YOU ARE MAKING THREE COPIES!

To be filled out by the applicant:

Date of use

Time of use (exact times must be given)

Applicant's Name

Group /Organization if applicable

Street or Box #

Group/Organization address

City/state/zip code

City/state/zip code

Telephone number

Telephone number

Services required by applicant (circle those that apply):

Podium

Large Coffee Pot

Alcoholic Beverages will be served? (Circle One)

Yes

No

What is the purpose of this rental:

This agreement must be signed and all copies returned to the Town Clerk, in person, along with the appropriate fee and deposit. A copy will be returned to you for your records. The undersigned agrees to abide by the rules and regulations on the back of this form. The undersigned further agrees that failure to abide by said rules and regulations will be cause for forfeiture of any deposit paid.

Applicant or Organization Representative Signature:

Resident

Nonresident

Date

To be filled out by town personnel.

Approved:

Disapproved:

Reason:

Fee:

Deposit:

Check #:

Date Paid:

Application and fees received by:

Proof of Residency:

Inspection:

Deposit Returned Date:

Amount:

Check #:

Rules and Regulations for the Use of the Town of Trenton Public Meeting Room

1. The Town Clerk will accept applications for use of the Public Meeting Room beginning the first business day of November for rentals during the following calendar year. All applications will be taken on a first come, first served basis upon receipt of the signed Application, Fee and Deposit.
2. No applications will be taken in the current calendar year for any use in a subsequent year, except as stated above.
3. The Public Meeting Room may not be used for any for profit event.
4. Checks returned for insufficient funds will result in cancellation of the reservation and a Returned Check Fee of \$20.00.
5. Fees and Deposits are as follows: Town Resident: Fee \$25.00, Deposit \$50.00; Non-Resident: Fee \$75.00, Deposit \$75.00.
6. Applicants will be required to provide proof of Town Residency to be eligible to use the Public Meeting Room at the Town Resident Rate. A state issued identification card or driver's license, a tax bill, a utility bill in the applicant's name, or any other official document showing both name and an address within the Town of Trenton will be deemed sufficient proof of residency. A photocopy of all proof of residency documents will be made at the time of reservation. Organizations will be subject to the same residency rules as individuals. **Documents showing a Post Office Box address will NOT be accepted.**
7. No reservations will be taken by mail or phone. Reservations must be made in person. Applications are available at the Trenton Municipal Center or the Town's website at town.trenton.ny.us. No applications will be mailed out.
8. **If you need to cancel, please notify the Town Clerk as soon as possible. Fees are non-refundable unless the Public Meeting Room can be re-rented on that date. Deposits are fully refundable for unused reservations.**
9. Alcoholic beverages are allowed only if a certificate of insurance is obtained indemnifying the Town of Trenton from any damages incurred by persons using such beverages. Such policy shall be filed with the Town Clerk's office at least one week prior to the event. **Failure to disclose use of alcoholic beverages and provide proof of insurance will result in a permanent ban from use of Town Facilities and forfeiture of any deposits paid.**
10. Applicants must be at least 18 years of age or 21 years of age if alcohol is being served. **The person executing this Use Agreement must be at the event for the entire duration of the reservation and available if required by the Town or any law enforcement agency. The applicant's signed copy of the agreement must be available if requested by any Town Staff Member.**
11. The organization/individual who executes the Use Agreement is responsible for the conduct of all guests using the Public Meeting Room facilities. Any damage to or destruction of Town property will result in forfeiture of any deposit paid. Town property shall include, but not be limited to, buildings, trees, shrubs, and any and all appliances, furnishings, kitchens wares and convenience fixtures and appurtenances. Damage in excess of any deposit, will be billed to the party or parties executing this agreement and will become a legally enforceable debt to the Town of Trenton.
12. All Town Facilities are strictly **NO SMOKING**.
13. No animals shall be allowed in the Municipal Building except licensed guide dogs.
14. Littering is specifically prohibited. All refuse shall be deposited in receptacles placed at rear door outside the kitchen. This includes all decorations, streamers, balloons, confetti and the like.
15. All persons in attendance are subject to the rules and regulations contained herein, and may be ejected from the Municipal Center in the event they violate any rule or regulation, or other patron's right(s).
16. Weapons, including firearms, bows and arrows and/or any other instruments that may be classified as weapons along with fireworks, explosives and dangerous instruments (as defined by Penal Law), are forbidden within the Municipal Building at any time.
17. The Public Meeting Room will be used exclusively by the party or parties executing this agreement.
18. **The Public Meeting Room shall be left in a condition suitable for the next user.** Floors must be vacuumed and/or swept as appropriate. No dirty dishes may be left, except the dishwasher may be loaded and ran prior to leaving. All food items brought must be removed from the premises, including any refrigerated or frozen items. All garbage must be removed to the provided receptacles.
19. **All furniture or other equipment must be returned to its original location after your event.**
20. **A key for use during your event will be made available not earlier than one week prior to your event.**
21. **All keys to the building must be returned with 72 hours of your event. You are welcome to use the drop box outside the mail doors to the Municipal Center.**
22. Arrangements for the use of any additional equipment listed on the front of this application must be made at the time this application is tendered.
23. **Failure to abide by the foregoing rules and regulations will result in forfeiture of any deposit made in consideration of this application. A letter detailing the reason(s) for any forfeiture will be mailed to the address provided on the application.**
24. Provided all rules and regulations are adhered to, deposits will be refunded via a check mailed to the address on the application within forty-five days of the date of Public Meeting Room use. There will be no cash refunds of any kind.

The officials and entire staff of the Town of Trenton hope your event is a great success!