



VILLAGE OF MONTICELLO
MONTICELLO NEW YORK

FACILITIES REQUEST APPLICATION- Ted Stroebele Recreation Center

Application for permission to use the TSC

SCHEDULE OF FEES: Please note: There is a 1 Million Dollar Insurance coverage requirement for all usage of this facility

Village Rental Fee: \$150.00-Certified Check or Money Order Only- No Cash

Non-Resident Fee: \$250.00- Certified Check or Money Order Only- No Cash

Village Resident Security Fee: \$250.00 (returnable)

Non-Resident Security Fee: \$500.00 (returnable)

Village Resident Bereavement Repast: \$150.00 Rental Fee- No Security Fee required

****All Security Fees must be paid with a blank or signed Money Order to be returned upon the completion of your event if Cleaning requirements are met****

*******ALL RESERVATIONS MUST BE MADE TWO WEEKS (2) IN ADVANCE*******

*****All Rentals are subject to 4 hours and your event must be completed and the Center must be cleaned within this 4 hour period *****

Renter/Organization Name: _____

Person in Charge: _____ Phone #: _____

Event Date Requested: _____ Rain Date: _____

Event: _____ Approximate # of attendees: _____

Event Hours: _____ to _____ including set up and breakdown

Contact# _____ Additional Contact Person: _____

Phone # of Additional Contact: _____

Rules and Regulations for the use of the Village of Monticello

Ted Stroebele Recreation Center

The Village of Monticello Ted Stroebele Recreation Center is Village Owned and has been developed to provide non-profit organizations a comfortable, safe place to hold an event.

To accommodate such individuals and groups in a consistent manner, the following policies, rules and regulation for using the available park apply:

1. Applicant and all representatives at the Ted Stroebele Recreation Center shall conduct themselves with proper decorum at all times while on the premises of the Ted Stroebele Recreation Center and shall refrain from any activity that would cause Police interference.

2. At the termination of applicant's use, the designated area shall be surrendered in the same condition or cleanliness and repair as it was upon commencement of the use and all garbage shall be removed to outside dumpsters. If any cleaning or damage repair is necessary, the fee will be forfeited.

3. Applicant shall comply with all laws and regulations of any governmental body with jurisdiction over the Ted Stroebele Recreation Center

4. Applicant shall be solely responsible for obtaining any and all required permits or approvals relating to its use.

5. The Kitchen facilities are not available for use.

6. The renter must supply all cleaning supplies such as large garbage bags and cleaning wipes and all garbage must be placed in the dumpsters on the side of the building.

7. **Alcohol is not permitted under any circumstance.**

8. The Village of Monticello retains the right to cancel an event and in the case of that happening, all fees will be refunded.

9. **Your event is subject to a 4 hour rental period and must be completed and the Ted Stroebele Recreation Center must be cleaned within this 4 hour time period.**

I have read and understand the rules and regulations of the Ted Stroebele Recreation Center use and agree to the terms set forth by the Village of Monticello. I understand a fee may not be charged for attendance at the event.

Signature of Applicant

Date

Insurance Policy Attached: Y / N

Rental Fee: _____

Check/MO#: _____

Security Fee: _____

MO#: _____

Security Fee Returned Date: _____

Check/MO#: _____

Name of Person Receiving Returned Fee: _____
(Signature)-Must Match Signature of Applicant

Village Signature: _____

Date: _____