



11 Hamilton Ave, Warwick NY 10990 845-986-6422

Rental application for use of the Warwick Valley Community Center

\*Must be completed and returned with Certificate of Insurance and payment at least 1 day before rental\*

Name of organization/individual making application	(1.) Is this a non-profit organization? Yes No (2.) (5013C)? Yes NO
Name of Person Responsible for activity?	
Address:	Phone#:
Dates requested for use of facility	Time from/to:
Brief description of program.	
Estimated Number of Participants?	Will a fee be charged? Yes No
How many adults will supervise?	Lead Contact Name and Telephone Number

IF THIS APPLICATION IS APPROVED, THE FOLLOWING REGULATIONS APPLY:

1. Individuals, profit and non-profit corporations will be charged a rental fee, unless prior arrangements are made.
  2. Individual, Businesses and incorporated organizations need to provide a Certificate of Insurance naming **The Warwick Community Bandwagon Inc.**, as additionally insured
  3. All fees shall be paid to, Warwick Valley Community Center. Any charges for damage must be paid promptly upon receiving bill. Buildings and grounds must be left in the same condition in which they were found. The applicant must agree in advance to make good promptly any loss or damage incurred during their use of the building and/or grounds.
  3. If sponsoring a children's event (ages K-12), adequate adult supervision must be provided at all times; and the person signing the application on behalf of the organization or group should be personally responsible for the strict observance of facility regulations.
  4. Possession or use of intoxicants in the building or on the grounds is strictly prohibited
  5. Warwick Community Bandwagon, Inc, reserves the right to cancel previously approved applications if the Date(s) conflict with a Community Center function.
  6. **The building opens at 9:00 AM and closes at 9:00 PM. All groups must leave the premises no later than 8:50 PM.**
- Room rental will not be guaranteed until payment is received.

The undersigned hereby certifies that he/she has read, fully understands, and agrees to abide with all the regulations and conditions listed above.

Date of application:

Signature of authorized representative of organization requesting use:

DO NOT WRITE BELOW THIS LINE

APPLICATION APPROVED: YES NO

Date \_\_\_\_\_

SIGNATURE OF EXECUTIVE DIRECTOR: \_\_\_\_\_

CERTIFICATE OF INSURANCE RECEIVED? YES NO

DATE: \_\_\_\_\_

ROOM TO BE USED \_\_\_\_\_

RENTAL CHARGES \$ \_\_\_\_\_ PAID BY \_\_\_\_\_

**I, We, (Renter) certify that I/We (Renter) will hold Warwick Community Bandwagon, Inc., its' directors, employees, or agents harmless from any and all liability and claims arising out of participation in or in connection with the above rental usage of the Warwick Community Bandwagon, Inc.**

\_\_\_\_\_  
Renter Name/Responsible Participant (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter/Participant Signature