

# Jordan-Elbridge Community Center

Route 31 \* PO Box 568 \* Jordan, NY 13080 \* (315) 689-9031 (ext. 9)

Emergency contact: 315-378-8004 [www.townofelbridge.com](http://www.townofelbridge.com)

## Facility Use Rules & Regulations

- The community Center is available for rental for recreational or social uses to Town of Elbridge residents.
- Upon application the Town Board reserves the right to waive rental fees for religious, charitable and public non-profit organizations.
- Senior Coordinator will be responsible for scheduling rentals at a rate schedule established by the Town Board.
- A security deposit in addition to the rental rate will be required. (\$50.00)
- At the conclusion of all activities/functions the renter/user will be responsible for cleanup (see checklist)
- The community Center personnel will complete an inspection of facilities after scheduled activity/function before deposit is refunded.
- If rules are not adhered to, the deposit will be forfeited.
- An insurance Certificate may be required upon review by the Town Board. Groups utilizing the facilities on a regular basis should provide the Town with a certificate of Insurance.
- No open flames permitted.
- Any damage to facilities/equipment must be reported immediately. Moreover, renters/users may be held liable for any necessary repairs or items/equipment replacements. In the interest of all concerned "walk through" assessments will be conducted before, as well as after, scheduled events are held to avoid problem situations.
- Renters/users will be responsible for ensuring the facility is as they found it.
- Adequate adult supervision must be provided for youth less than 18 years if age at all times.
- All rules must be adhered to. At a minimum, these include the Code of Conduct and all posted interior/exterior safety related rules found on municipal grounds.
- In case of emergency, dial 911 for police, fire or ambulance.
- All table and chairs must be returned to original location. 7 chairs per table
- *No tape or pins attached to walls, lights, doorframes, etc. All decorations removed completely at end of function.*

**ABSOLUTELY NO TAPE ON WALLS OR CEILING – PLEASE USE DESIGNATED CORK STRIPS**  
**SECURITY DEPOSIT WILL BE FORFEITED IF WALL DAMAGE OCCURS.**

**Renter must remove all garbage from facility – You may put "event/meeting" trash in town dumpster.  
No alcohol \* No Smoking \* Doors will be open electronically. No keys will be distributed.**

### One Day Rental Rates

\_\_\_\_\_ Lion's Den (50 people) - \$125 plus security deposit.

\_\_\_\_\_ Community Room (100 people) - \$175 plus security deposit.

\_\_\_\_\_ Outdoor Pavilion - \$100 plus security deposit.

Non-Residents to the Town of Elbridge please add \$25.00

Non-Profit (Meetings)- No Fee  
(Scouts, Lion's, Clubs, etc.)

\_\_\_\_\_ Lion's Den    \_\_\_\_\_ Community Room

Insurance Certificate  
Required for these groups.

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ See Code of Conduct & End of Event Checklist

Arrival/Setup Time: \_\_\_\_\_ Estimated Departure Time: \_\_\_\_\_

Name of renter: \_\_\_\_\_ Signature of Renter: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address of Renter: \_\_\_\_\_

*All checks and money orders made payable to: Town of Elbridge*

## CODE OF CONDUCT

**Alcohol and/or control substances are not allowed** on or in all municipal property. Possession/use of alcohol and/or control substances on municipal property will result in removal and possible legal action.

The conduct of any illegal activities on municipal grounds will result in removal as well as possible prosecution.

Offensive behavior including profanity, objectionable language, and disorderly conduct of any kind will not be tolerated and those violating this provision will be removed from the premises.

***All COVID-19 safety guidelines will be followed. Gatherings must be of 50 people or less. Masks worn at all times inside center when not seated. Buffett style food distribution is not allowed. A server must help with food. An attendance sheet should be created and turned in to center administrator at end of event.***

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### Renter's end-of-Event or Meeting Checklist

- \_\_\_\_\_ Dishes – wash, dried and put away
- \_\_\_\_\_ Counters & sink cleaned
- \_\_\_\_\_ No food or soda left in refrigerator
- \_\_\_\_\_ Tables washed down...remove any paper and tape.
- \_\_\_\_\_ Floors swept (kitchen & room)
- \_\_\_\_\_ All garbage must be taken to the Town dumpster located next to fenced area by Town Hall.  
Recyclables (cleaned) go in blue bin.
- \_\_\_\_\_ **All doors are unlocked & locked electronically.** Doors will unlock at the exact time listed on the rental agreement. Doors will lock following same information
- \_\_\_\_\_ All tables and chairs must be returned to original location. ***7 chairs per table.***

Questions – Joe Patrick at J-E Community Center – 689-9031 (ext. 9)