

STOP, READ, AND INITIAL THIS FIRST! THE COMMUNITY CENTER IS RESERVED FOR ONE DAY ONLY FROM 8 a.m. to 10 p.m. and is on a first come/first served basis. **WARNING!!!!** Your security deposit will be forfeited if you enter or exit the building beyond the hours of 8 a.m. to 10 p.m. (including any time the day before or after your event.) The building is monitored 24/7 by Sentry Alarms which is able to monitor all open/close activities.

Please put your initials here to acknowledge that you understand this statement and take full responsibility. _____

Updated 5/7/2025

APPLICATION FOR USE TOWN OF BINGHAMTON COMMUNITY CENTER

(The Community Center is located at 1905 Coleman Road, Binghamton, New York 13903)

RENTAL FEES: (FEES ARE IN ADDITION TO A \$200 REFUNDABLE SECURITY DEPOSIT)

\$350 Rental fee for Town of Binghamton Residents or Town of Conklin Residents

\$450 Rental fee for non-Town Residents

ONCE WE RECEIVE THIS APPLICATION AND THE APPROPRIATE RENTAL FEE, YOUR DATE WILL BE RESERVED. A \$200 security deposit is required at time of key pick up. It is your responsibility to make arrangements for the key pickup two days in advance by sending an email to the Community Center Coordinator at ccc@townofbinghamton.com DETAILS CAN BE FOUND IN "AGREEMENT" SECTION. Once use of the facility has been confirmed, refunds will be made only when the request is in writing and received by the Town within ten days (10 days) prior to the date of use. **Failure to cancel within the ten days will result in loss of entire rental fee (\$350 resident or \$450 non-resident).**

Contact Person (Please print) _____

Organization Name (If applicable) _____

Mailing Address of Contact Person _____

Phone Number _____

Day

Evening

Purpose of Use of Facility _____

Date Requested _____ Time Requested: From _____ To _____

Total Number of People to Attend _____ Adults _____ Children _____

Do you represent a youth organization? (circle) Yes No

Name of Organization: _____

Is the Organization non-profit? (circle) Yes No

If yes, you must submit proof.

Will admission be charged? (circle) Yes No

If yes, state amount of admission per person. \$ _____

TERMS AND CONDITIONS

IMPORTANT! INSURANCE/PERMITS ARE NEEDED FOR ALCHOLIC BEVERAGES, INCLUDING BEER:

If the Lessee intends to serve alcoholic beverages of any type, Lessee must obtain insurance, at Lessee's cost, and such insurance must include "host liquor liability." Such insurance shall name the Town of Binghamton as an additional insured on a primary noncontributory basis. Lessee must also obtain any necessary permits or licenses, including those from the New York State Liquor Authority. *To obtain a permit from the NYS Liquor Authority, go to the following website:*

<https://www.sla.ny.gov/permits-available-online> (click on "One-Day Beer and Wine Permit" then apply.)

Then, click on the following link for the authorization form that needs to be signed by the Town

Supervisor: <https://sla.ny.gov/system/files/documents/2018/07/landlordauthorizationform21720160.pdf>

If the Lessee is using a caterer to provide food and/or alcoholic beverages, the caterer must provide a certificate of insurance along with the Lessee's coverage. If alcohol is going to be served, the caterer must provide a certificate of insurance with "liquor liability" included. The determination that permits and/or license are necessary and obtaining such permits and/or licenses shall be the sole responsibility of the Lessee and its representatives and agents. Lessee affirms that Lessee will not allow the service or consumption of alcoholic beverages of any type on the premises, unless and until Lessee has satisfied the relevant requirements herein. Lessee agrees to indemnify, defend, and save harmless the Town of Binghamton against all litigation, loss and damage associated to and/or related to any service or consumption of alcoholic beverages on the premises and/or related to any failure to obtain the appropriate insurances and/or permits and/or licenses.

1. You must be twenty-one (21) years or older to reserve the facility;
2. The activity shall be restricted to the area for which permission is granted;
3. The activity shall not extend beyond the hours approved in the application;
4. The user shall be responsible for moving any equipment, rented items, etc., in and out of the Facility within the time reserved;
5. No set up, tear down, or cleaning is included in the rental fee;
6. Smoking is ABSOLUTELY prohibited in the facility;
7. No nailing, tacking, stapling, or taping on the walls or windows;
8. User is responsible for returning the facility to its pre-event condition;
9. Town Board has the right to waive certain requirements or refuse availability;
10. **Rental Fees: \$350 for Town of Binghamton or Town of Conklin Residents
\$450 for non-Town of Binghamton or Town of Conklin Residents
PLUS \$200 REFUNDABLE SECURITY DEPOSIT**

The appropriate rental fee is due at the time of submission of this application and reserves the date.

\$200 Security Deposit is due at time of key pick up. ***It is your responsibility to make arrangements for the key pick up two business days in advance of your event by sending an email to ccc@townofbinghamton.com***
Failure to return the key will result in a \$50 charge.

11. In order for this application to be approved, the user must complete this application, read the agreement below, and agree to abide by and comply with all of the terms and conditions set forth in both this application and the agreement.

AGREEMENT

The USER agrees to comply with and abide by all of the Town's terms and conditions concerning the use of the Facility, which includes all above rules. The USER agrees to pay \$350 per day (resident) or \$450 per day (non-resident) plus a **security deposit of \$200 for the use of the Facility with the understanding that the Facility is available to rent from 8 a.m. until 10 p.m. for only the day reserved.** It is the responsibility of the USER to make arrangements to pick up a pre-programmed key two (2) business days in advance of the event. **Arrangements for key pick up must be made by emailing the Community Center Coordinators at ccc@townofbinghamton.com** Please leave a detailed message, including date & time of event, and your email will be returned. The security deposit will be voided and shredded within two (2) business days from the date of the activity or event if the USER (**USER shall include the USER'S agents, servants, employees, members and/or guests**) satisfactorily complies with all of the Town's terms and conditions concerning the use of the Facility. **A charge of \$50 will be applied for failure to return key within 48 hours of event.**

If, in the opinion of the Town or the Town's employees, agents and/or officers, the USER violates or fails to comply with the Town's terms and conditions, the Town will have the right to terminate this agreement without liability or obligation of any kind or nature whatsoever, and the Town will not be responsible for refunding any monies whatsoever to the USER.

The USER agrees to save and hold harmless the Town from any and all liabilities and claims arising out of, or caused by, any acts and/or omissions of the USER.

The USER will be responsible for the cleaning and repair of any damage to the Facility caused by any and all intentional and/or negligent acts and/or omissions of the USER. Any damage to the Facility must be promptly repaired at the USER's expense.

The individual signing below states he/she has completed the attached Application, has read and understands all of the elements of this Agreement and agrees to comply with and abide by all of the terms and conditions set forth in both the attached Application and this Agreement.

Signature _____

Title (if applicable) _____

- *Fee Required **\$350.00 or \$450** Date Paid: _____
- Security Deposit **\$200.00** Date Paid: _____
- *Payment of Security Deposit and Rental Fee are to be individual checks made out to the Town of Binghamton. **NOTE: If sending payment by mail, please send to:
Town of Binghamton Community Center Coordinator, 279 Park Avenue, Binghamton, NY 13903**

IMPORTANT -- If you have an urgent matter during your event, contact Nick Pappas at (607) 343-3564. This phone number is also being provided on "Floor Plan" page. Please make a note of it.

Signature of Community Center Coordinator

KEEP THE FOLLOWING THREE PAGES FOR YOUR RECORDS!

**DIRECTIONS TO THE
TOWN OF BINGHAMTON COMMUNITY CENTER
1905 Coleman Road
Phone at Community Center: (607) 723-4987**

FROM CONKLIN AVENUE

- At the old Weis Market (307 Conklin Avenue) turn onto Burr Avenue
- You will come to a blinking light at .4 mile – go straight through
- From the blinking light go 1.9 miles to Murphy Road (on left)
- Go .4 mile to Coleman Road on left
- The Community Center is located on the left just past Renole Drive

FROM ROUTES 81 AND 17

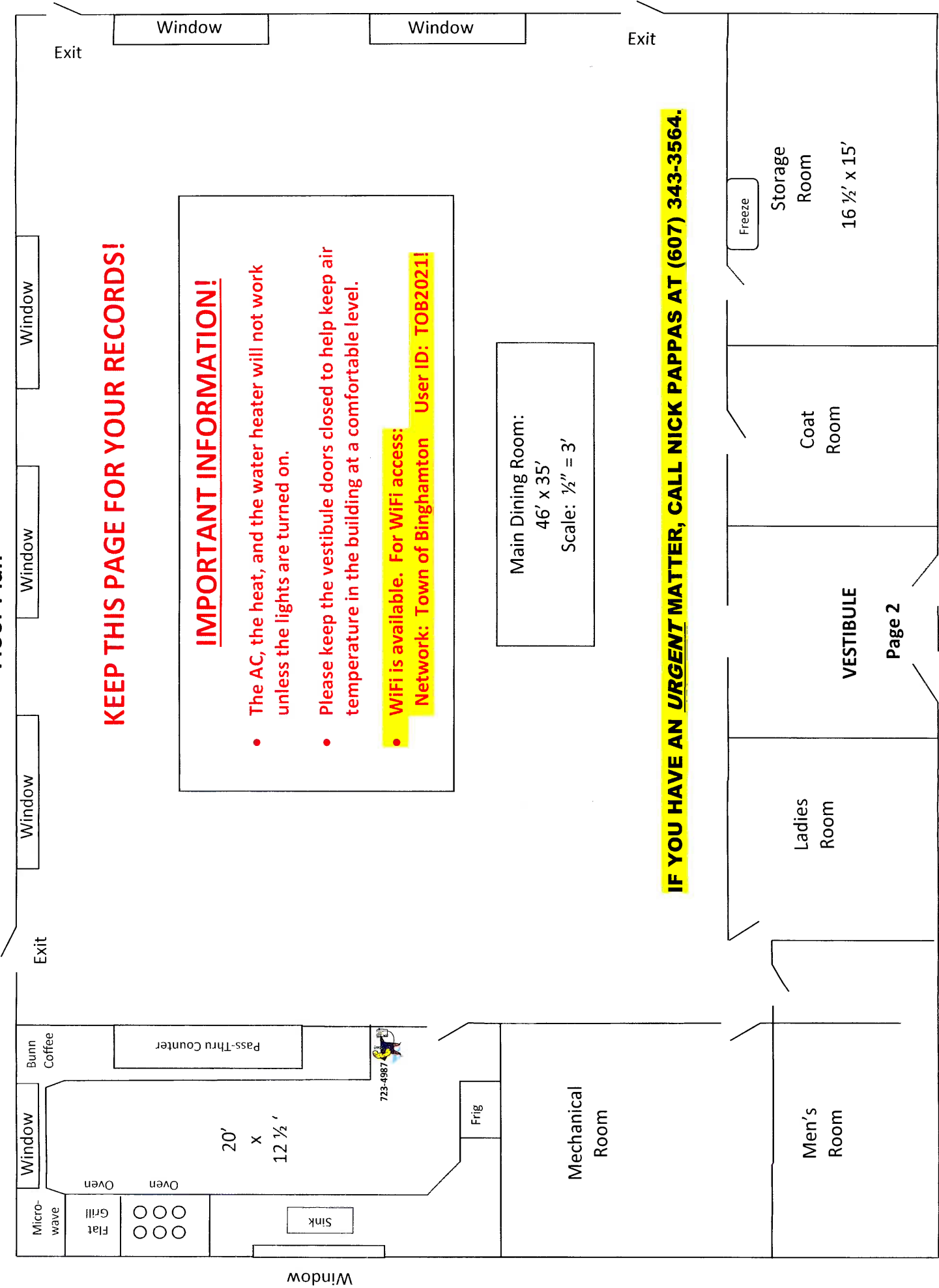
- Take Exit 4S (Route 7)
- Immediately off the exit, go through traffic light and take an immediate right (to Robinson Street)
- At light at Robinson Street, continue straight, and proceed 5 more lights to Conklin Avenue
- Turn left onto Conklin Avenue
- Go to the old Weis Market (307 Conklin Ave) and turn right on Burr Avenue
- You will come to a blinking light at .4 mile – go straight through
- From blinking light to 1.9 miles to Murphy Road (on left)
- Go .4 mile to Coleman Road on left
- The Community Center is located on the left just past Renole Drive

FROM THE TOWN OF BINGHAMTON TOWN HALL - 279 PARK AVENUE

- Turn left out of Town Hall (279 Park Avenue)
- Take first left on Carman Road and go to the stop sign
- Turn left onto Morgan Road
- Go to the stop sign and turn right onto Gardner Road
- Go to the end of Gardner Road to stop sign
- Turn left onto Pierce Creek Road
- Take the first right, Murphy Road
- Go .4 mile to Coleman Road on left
- The Community Center is located on the left just past Renole Drive

TOWN OF COMMUNITY CENTER

Floor Plan



TOWN OF BINGHAMTON COMMUNITY CENTER
IF YOU HAVE AN URGENT MATTER, CALL NICK PAPPAS AT (607) 343-3564

ALL TABLES AND CHAIRS ARE TO BE RETURNED TO THE STORAGE AREA UPON COMPLETION OF EVENT.

**THIS FORM MUST BE COMPLETED AND SIGNED BY KEY HOLDER AND/OR EVENT COORDINATOR.
(FAILURE TO COMPLY MAY RESULT IN FORFEITURE OF SECURITY DEPOSIT AND PRIVILEGES)**

Check off each item as it is completed:

- ☐ Stove top, oven, microwave, and coffee pot have been cleaned inside and out. (Make sure coffee pot is unplugged.)
- ☐ Grill top has been scraped and cleaned. (Brick for scrubbing is above grill.)
- ☐ Empty and clean trays under the stove top and grill top. (Trays slide out from underneath grill.)
- ☐ Refrigerator is empty, free of stains, spills, and all food/drink items.
- ☐ Any items owned by the Town but used by you must be cleaned and put away.
- ☐ Sinks are free of stains and food particles.
- ☐ All counter tops have been wiped clean and food particles have been removed.
- ☐ All appliances are in working order.
- ☐ All tables have been wiped clean. (No sticky surfaces, stains, etc.)
- ☐ No food or drink is left anywhere in the Community Center.
- ☐ All decorations are removed. (No taping, tacking, or stapling on walls or ceiling)
- ☐ Observed no damage to doors, walls, furniture, equipment, or structure. (No chairs or tables are to be taken outside)
- ☐ All trash has been removed and placed in the outside dumpster. (Replace trash bags.)
- ☐ Toilets have been flushed. (You do not need to remove waste paper from bathrooms.)
- ☐ All floors have been swept and wet mopped, if needed.
- ☐ Facility is completely clean.
- ☐ All exterior doors are shut, latched, and locked.
- ☐ Lights are turned off in all inside rooms and outside parking lot.

LEAVE FORM ON KITCHEN COUNTER. FEEL FREE TO ADD COMMENTS/SUGGESTIONS ON BACK.

Contact Name (Print)

Signature of Contact

Date