

## GUIDELINES FOR TOWN FACILITY USAGE

1. The Town of LaFayette is under a “**Carry In – Carry Out**” Policy for removal of all trash brought in by users. We appreciate your help in keeping our facilities clean. If trash is in need of disposal, the bags may be taken to the Town’s dumpster pickup in the lower parking lot of the LaFayette Commons Office Building.
2. Returned checks will be assessed at a \$15.00 fee. Cancellations and refunds will not be made unless the user notifies the Town Clerk at least thirty (30) days prior to the date of reservation.
3. Compliance with all required Health Department regulations is a requirement of the user.
4. The Town reserves the right to void the reservation should the facility become unavailable for any reason.
5. The person reserving/signing for the usage of the facility as a representative of the group is legally responsible for any and all actions of the group members while they are in the LaFayette Community Center. This person will be held financially accountable for any and all damages to the facility caused by a member of his/her group. This person is responsible for his/her group’s adherence to all regulations including those pertaining to alcohol use, which are attached.
6. The fee for usage of Town facilities is \$0 for residents of LaFayette and (see attached fee schedule) for nonresidents. (Check to be made out to the LaFayette Town Clerk.)
7. To comply with the following Fire Prevention Code regulations when using the Community Center:
  - A. No usage of the stove/oven for cooking/baking.
  - B. No more than 93 people may be in attendance for the occasion.
  - C. Parking must be limited to in front of the Community Center unless other arrangements have been made in advance with the neighboring property owners. (Front of building is between building and Route 11.)
  - D. If using the backyard, please remain in fenced-in area owned by the Town and **DO NOT** go beyond this area onto neighboring properties.

- E. The United States Flag at the Community Center shall **NOT** be lowered or removed for any purpose. Please notify if you notice the flag is missing or needs attention.
8. A deposit of \$50 is required for private parties made out to the Town Clerk. This check will be refunded after the date of usage if the town facility is cleaned up properly.
  9. There is a \$10 deposit for keys for the Community Center which may be picked up at the Town Clerk's Office. This deposit will be refunded when keys are returned.
  10. The Community Center is heated by an oil-fired, forced air furnace and paid for by all of us. During the winter months, the thermostat is to be set at 60 degrees when the building is not in use. The front foyer doors are to remain closed throughout the winter months. The building does take a while to heat up. You will probably want to set the thermostat to your desired setting sometime early in the day prior to your use. Return the thermostat to 60 degrees when you leave.
  11. Lights must be shut of when leaving the Community Center and please make sure the facility is locked securely.
  12. Selling of any item is prohibited without necessary approval from Town Board and permits required. Commercial for-profit activities are prohibited.
  13. Use of the ballfields at Stafford Park are at the participants own risk.
  14. If over 250 people are anticipated to attend an event at one of the parks, a Public Assembly Permit Application must be obtained from the Town Clerk and filed at least 30 days in advance of the event.
  15. Town Parks open at sunrise and close at sunset. All users must be out of the Park by sunset.
  16. In case of emergency notify:  
  
Supervisor Gregory Scammell at 460-4076 (days)  
677-3696 (evenings/weekends)  
  
Town Clerk Mary Jo Kelly at 677-3674 (days)  
677-3689 (evenings/weekends)

17. Please be reminded, Town facilities belong to everyone in the Town of LaFayette. If you find any items damaged or not working or areas of concern that might have been caused by a prior user, please report them to Mary Jo Kelly at 677-3674.

18. Reservations may be subject to Town Board approval.

19. Town of LaFayette residents **always** have precedent.

## **Town of LaFayette**

### **Smoking Policy**

New York State Public Health Law requires that employers adopt and implement a smoking policy. In compliance with this law, the Town of LaFayette's smoking policy follows:

1. No smoking is allowed in any town indoor buildings. This includes the Town Offices and LaFayette Public Library at the LaFayette Commons, the Highway Garage, the LaFayette Community Center, as well as any other indoor buildings on town property.
2. No smoking is allowed in any town vehicles, unless all of the nonsmoking occupants in the vehicle specifically agree to it. If there aren't any nonsmoking occupants or if the vehicle contains only smoking people, then smoking is permitted. Permission may be revoked at any time by any nonsmoking occupant.

Thank you for your cooperation in providing a safe and healthy workplace for employees as well as the public we serve.

Adopted August 13, 2001

Effective Date: September 1, 2001

## ALCOHOL BEVERAGE POLICY

1. The Town of LaFayette places top priority on the safe and legal use of alcoholic beverages.
2. Alcohol may be brought, dispensed and consumed **ONLY** inside the facility which you have reserved.
3. If applicable, a liquor license must be obtained prior to the event. (If alcohol will be sold to participants of the event.)
4. No person under the legal drinking age may possess or consume alcoholic beverages on town property.
5. Alcoholic beverage consumption or open containers of alcoholic beverages are prohibited in the parking lot.
6. Beer and soda must be in plastic cans or kegs. Glass containers are prohibited with the exception of wine coolers, wine or liquor.
7. The chart below lists the maximum amounts of alcohol that will be permitted. Any changes must be requested in advance of your reservation date and must be approved by the Town board. These limits will be strictly enforced. These alcohol consumption limits are maximum quantities and represent a reasonable approach to minimizing problems with alcohol consumption based upon a several our stay for a facility visitor. They are not to be considered safe levels for all individuals. Safe levels of alcohol consumption is dependent upon the individual person and the time elapsed during consumption.

<b>BEER</b>	One six pack (12 oz. Cans)	per person
Or	1 Beer Ball (640 oz.)	9 people
Or	¼ keg (1,000 oz.)	per 18 people
 <b>WINE</b>	 ½ quart (16 oz.)	 person
Or	24 quarts	per 50 people
Or	1 four pack Wine Coolers	per person
 <b>LIQUOR</b>	 5 ounces	 per person
Or	8 quarts	50 people

# LAFAYETTE FACILITY USAGE RESERVATION

FACILITY  
RESERVING:

\_\_\_\_\_

RESERVED  
FOR:

\_\_\_\_\_

DATE(S):

\_\_\_\_\_

TIME(S):

\_\_\_\_\_

NAME OF APPLICANT  
(OVER 21):

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

TELEPHONE:

\_\_\_\_\_ ATTENDANCE NO.

\_\_\_\_\_

FEE RECEIVED:

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

APPROVED BY: \_\_\_\_\_

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

## PERMIT HOLDER'S SIGNATURE

### **PERMIT HOLDER'S SIGNATURE (Signature MUST BE SAME AS NAME listed on Reservation Form)**

Person listed on this form and signing below is representing above named group and is legally responsible for any and all actions of group members while they are on town property. This person will be held financially responsible for any and all damages to property caused by a member of his/her group. This person is responsible for his or her group's adherence to all policies/guidelines including those pertaining to alcohol use.

I hereby acknowledge that I have read, understand and agree to comply with the policies and guidelines for the Town of LaFayette facility usage. I further verify that I am 21 years of age or older and assume all responsibility for the action of those attending under my reservation.

Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

**FEE SCHEDULE  
TOWN FACILITIES  
NON-RESIDENTS**

Mon. thru Thurs.	(5:00 p.m. - ?)	\$20.00
Mon. thru Fri.	(9:00 a.m. – 5:00 p.m.)	\$20.00
Friday Weekends and Holidays	(After 5:00 p.m.)	\$50.00

Above pay schedules are in addition to the \$50 deposit.

Notice of cancellation must be received by the Town Clerk thirty (30) days in advance of scheduled reservation in order to be refunded the above usage fees.