



**TOWN OF BEEKMAN**  
 4 MAIN STREET  
 POUGHQUAG, NEW YORK 12570-9601  
 TEL: (845) 227-5783 • FAX: (845) 227-9685  
 email: rec@townofbeekman.com



**COMMUNITY CENTER RENTAL APPLICATION AGREEMENT**

Applicant's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Street \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Approximate number of people expected: \_\_\_\_\_  
**Maximum Capacity of Building: 165**

Beekman Resident? \_\_\_No \_\_\_Yes If yes, must show tax or utility bill AND photo ID

Date Requested \_\_\_\_\_ Hours Requested (Between 10am & Midnight) \_\_\_\_\_ Type of Event \_\_\_\_\_ Will admission be charged for event? \_\_\_\_\_

*BE VERY SPECIFIC WITH HOURS REQUESTED AS BUILDING ALARM WILL BE SET*

**RULES: The renter is the responsible for the actions of their attendees**

- No smoking allowed in the building; there is a designated area outside on the north side of the building
- Propane grills are NOT permitted in the park
- If charcoal grills are used they must be placed at least 10 feet from building on the paved area on the north side of the Community Center & use care when disposing of coals
- No alcohol allowed outside the building
- Any false AED, fire or security alarms set off will result in forfeiture of security deposit – PLEASE NOTE **the security alarm will go off if you use your key before or after your designated time**
- Use good judgment when decorating: nothing is to be stapled or tacked to walls, trim, doors, or ceiling
- Decorations and tape must be removed completely or a portion of security will be withheld
- All signs and/or balloons posted within the Town & Park must be removed within 24 hours or a \$100 portion of security deposit will be withheld
- Children must be supervised
- Complete the checklist sheet when cleaning up after event or a portion of security will be withheld
- Return key after 10am on Monday

**FOR EMERGENCIES PLEASE CALL 845-742-4089 OR 877-0403.**

I, the undersigned, agree that I accept full responsibility for the rules above and for all damages and/or loss of all properties and/or fixtures and agree to make restitution for said loss or damage at a cost to be determined by the Town of Beekman Town Board. I further agree to maintain an orderly function upon approval of application.

I, Further will indemnify the Town of Beekman, its officers, agents, employees, and subsidiary boards and commissions, and will hold the same harmless against any cause or claim arising out of my use of the Community Center. I, further agree to all rules/guidelines set forth in this "Rental Application Agreement" and the "Department of Recreation & Parks Policies and Procedures for Pubic Use of Facilities".

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

RECEIVED: \_\_\_\_\_ RENTAL FEE: CASH\_\_\_\_ CK\_\_\_\_ CK #\_\_\_\_\_

\_\_\_\_\_ SECURITY: CASH ONLY\_\_\_\_\_

This application has been processed and placed on the event calendar for the date requested

Authorized Signature \_\_\_\_\_ I certify that my cash security deposit has been returned to me. \_\_\_\_\_