



The Malden Bridge Community Center

PO Box 84 / Located at 1087 Albany Turnpike
Malden Bridge, NY 12115

www.MaldenBridgeCC.org

Non - Profit Event Reservation & Application for Use

Date: ____/____/____

Name of Responsible Party authorized representative

Name of Organization if applicable

Is the event sponsor a tax exempt entity Yes ____ No ____

Responsible Party Contact information:

Phone: () _____ Email _____

Address: _____

Name of Event or Class: _____

Date(s) and Day(s) and Time(s) of Event/Class(es)

Please include 1 hour of time for setup/cleanup when making your reservation

Dates

Day of the Week

Start Time

End Time

Promotion

Events and classes held at MBCC will be listed on the MBCC website calendar. Please provide a short 1-5 sentence paragraph description to be included on the website describing the event, class, etc. including any website and contact information. You may submit this information via email to: maldenbridgecc@gmail.com

1. MBCC Areas To Be Used: Vedder Hall ____ Wesley Room (Sanctuary) ____ Kitchen ____

2. MBCC Equipment Available for Use:

____ Folding tables Adjustable height to accommodate young children)
____ 60 wooden folding chairs ____ 7 pre-school size wooden chairs
____ Cooking utensils ____ Dining utensils Other_____

- 3. "Reservation and Application for Use" can be filed up to 13 months in advance for one time event and up to six months in advance for a series of classes (or events). It must be filed at least two weeks before the event or class.
4. When scheduled for use by minors, an adult supervisor must be in the facility at all times.
5. Set up and clean up of the room used is responsibility of the lessee. The room reserved must be left in clean and orderly condition and all refuse must be removed and discarded off site.
6. Storage of materials for use by the class or for an event: a.) Storage arrangements can be made on an individual basis ; b.) Storage cannot be provided for more than one day beyond the time of the event or last class or earlier than one day before the event or class begins unless previous arrangements have been made with the Malden Bridge Community Center, Inc.
7. Display of artwork on the walls must use the display system set up by the MBCC. No nails, tacks, pins or other objects may be driven into the floor, wall, ceiling, woodwork, molding.
8. No fixtures affixed to the building and rooms can be removed or changed.
9. Use of the kitchen must be indicated on the application. No cooking or hot plates will be permitted in any area other than in the kitchen.
11. Time scheduled must allow for set-up and clean-up.
12. No smoking is allowed on premises.
13. The Malden Bridge Community Center encourages use of meeting rooms for diverse events and groups and seeks to give all eligible organizations and individuals an opportunity to use our services. For these reasons, no reservations for a room will be accepted more than 13 months in advance.
14. Maximum capacity for use of the entire facility is 99 persons.
15. The Board of the Malden Bridge Community Center, Inc. has the right to refuse use of the facility to any individual or group for any reason it sees fit.
16. The Lessee must abide by all Federal, State and local laws, regulations and ordinances.
17. The Lessee shall not damage, or allow to be damaged, the premises or any fixture, or personal property located therein. In the event of any damage or loss the lessee shall promptly restore the premises or property to its original state.
18. The Lessee's authorized representative signs the "Lease Agreement" and "the Reservation and Application for Use" and therefore assumes full personal responsibility for preventing any damage or loss.
19. The Lessee shall and will indemnify and save harmless Malden Bridge Community Center, its officers, directors and agents against any and all loss, damage, and/or liability that may be suffered, caused by, arising out of, or in any way connected with the use by the lessee of the premises, or any part thereof, or the exercise of the Rules of Use, or provisions granted herein.

Storage space between events/classes is needed: Yes ___ No ___ (If "yes," you will be contacted for arrangements)

Notes

MBCC REP CONTACT _____ Phone _____

Fees

Notification of acceptance will be sent to "Lessee" who will then submit the reservation fee of \$50.00 via check made out to the Malden Bridge Community Center and mailed to the address below. Payment may be made online via the MBCC website in the "donation" area.

_____ the Responsible Party has read the Malden Bridge Community Center Rules of Use, understands, and agrees to abide by the regulations and fees.

SIGNATURE _____ DATE: ____/____/____

By signing above, you agree to adhere to the Rules of Use outlined in this document. +A checklist of cleanup expected will be supplied prior to the event. Upon completion of cleanup and review by MBCC, a check will be refunded to the above Responsible Party within three weeks from conclusion of your event. *Cleanup and any material brought in for your event is expected to be completed/removed within 24 hours of event unless other arrangements have been made.

Please return a signed copy of this Reservation & Application For Use form along with payment to:

Malden Bridge Community Center, Inc., P.O. Box 84, Malden Bridge, NY 12115