

HICKORY HOLLOW COMMUNITY CENTER RENTAL AGREEMENT

PROCEDURES

- a. Person completing the application or the one assuming responsibility for the group should be familiar with the Ogdens Rental Inc. building RULES and must be a resident of Hickory Hollow.
- b. Complete application forms and make payment of Rental Fee within 48 hours of reservation. No reservation will be locked-in until rental fee is paid. An authorized representative of (ORI), 2800 Spencerport Rd A-5, must approve this application.
- c. **Security Deposit** (\$100) may be paid the week of the event (within seven days) to Ogden Rental Inc. The security deposit will be returned if the facility is left in good condition.
- d. **Rental fee, Security Deposit** are to be made at Ogden Rentals Inc., 2800 Spencerport Rd A-5, **Tues.-Thurs. 10:00-1200a.m.-2:00-4:30p.m. Make check payable to Ogden Rentals Inc.**
- e. Applicant must confirm all reservations 48 hours in advance of event.
- f. Address of the Community Center is 1 Hickory Lane, Spencerport, N.Y. 14559

APPLICATION:

Person/Group Requesting _____ Tel _____

Approximate # Attending _____ Date requested _____

Time requested for use _____ to _____

Type of Activity/Event _____

OGDEN RENTAL INC- WAIVER

I have received, read understand and agree to comply with Ogden Rental Inc. Hickory Hollow Community Center Rules and Regulations on the use of the facility. I hereby fully release and discharge Ogden Rental Inc., its officers, agents and employees from any and all claims from injury, including death, damage or loss, which may be alleged to have arisen out of, or in connection with the above rental.

Person Responsible	Address	Tel.#
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\$ _____	Signature	Date
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Facility Rental Refunds: Rentals will be subject to the following cancellation refund procedure:

1. 50% of rental fee will be refunded within a 1-month cancellation notice
2. 25% refund will be refunded with in a 2-4 week cancellation notice
3. No refund will be given with a notice of thirteen days (13) or less

**RULES/REGULATIONS FOR HICKORY HOLLOW COMMUNITY CENTER
FOR EVENT/MEETINGS**

RULES/REGULATIONS FOR HH COMMUNITY CENTER

- No use by non-members
- Parking at the community center will be limited to 6 parking spots. For handicap and drop off only. Additional parking is available at 2800 Spencerport Rd. Building B (located next to the center)
- All members are required to clean up after each visit to the center (including Stoves, Refrigerators, Microwave, and Bathroom Facility). All floors should be swept and mopped if necessary.
- No postings are allowed without consent of Ogden Rentals Inc. All furnishings should remain as is unless prior arrangements are made with Ogden Rental Inc.
- Hanging of pictures, signs, etc. are prohibited
- Visitation should be limited to the inside of the center and visitors must be considerate of the surrounding residents
- All garbage should be placed into the appropriate containers provided
- Do not adjust thermostat
- No food should be left in the center after each visit
- All lights/electronics must be turned off by 9:00pm or by last person out
- All gym equipment should be disinfected after use
- Smoking is prohibited in and around the center
- No pet will be allowed in or around the center
- Maximum Occupancy:
- The calendar and registration information contact Ogden Rentals Inc. 2800 Spencerport Rd A-5
- The user must apply appropriate adult supervision.

You will not receive your security deposit back for the following reasons:

1. The facility is left in an unsatisfactory condition.
2. Any damage has occurred to the community center as a result of your rental. Any and all damage shall be deducted from the security deposit. If the cost exceeds the amount of the deposit, a bill for the balance will be mailed to the renter who will be required to reimburse Ogden Rental Inc. for the cost for damages.
3. You or someone in your party violates the terms of the Rental Agreement.