

FOR TOWN USE ONLY

Date Paid: _____

Security Deposit Paid: \$ _____

Use Fee Paid: \$ _____

Check No. _____ or Cash _____

Initial: _____

**Lawrence O. Proper Community Center
Facility Use Application for Private Parties and Events**

Date of Application: _____

EVENT INFORMATION

Date of Event: _____

Hours of Event: _____ am/pm to _____ am/pm

******Use of the facility is limited to six (6) hours, inclusive of set-up and clean-up time.******

Estimated Number of Attendees: _____

******Maximum occupancy is _____ persons. The facility will hold up to 125 persons with tables and chairs.******

Nature of Event: _____

APPLICANT INFORMATION

Applicant Name: _____

Rental History:

Organization Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Are you a Copake Resident? _____

If yes, proof required.

Is the Applicant a Not-For Profit Organization? _____

If yes, proof required.

EVENT CONTACT INFORMATION

Event Contact Person: _____

*****The Event Contact Person Must Be Present at the Facility at All Times During the Event.*****

Event Contact Person Cell: _____

Event Contact Person Email: _____

INSURANCE REQUIREMENTS

Your application for use of the facility is not complete until you have satisfied the insurance documentation requirements as follows:

- Individual applicants shall submit a copy of their current homeowner’s or tenant’s insurance policy face page showing a minimum of \$300,000 liability coverage.
- All other applicants, including not-for-profit organizations, shall provide a certificate of insurance indicating comprehensive general liability coverage of not less than \$1 million per occurrence and \$2 million general aggregate, naming “Town of Copake, 230 Mountain View Road, Copake, New York, 12516”, as a Certificate Holder and as an Additional Insured.

APPLICANT CERTIFICATION

I, the undersigned, hereby certify on behalf of myself and the organization I represent (if applicable), as follows: I am over 21 years of age. The information set forth in the foregoing Facility Use Application is true and correct in all respects. I have read, fully understand, and agree to abide by the Rules of Facility Use for the Town of Copake Lawrence O. Proper Community Center. I agree, on behalf of myself and the organization I represent (if applicable), to defend, indemnify and hold harmless the Town of Copake, its officers, employees, agents, servants, and volunteers from and against any and all losses, claims, suits, damages, and/or liabilities, including reasonable attorneys’ fees and any applicable insurance deductibles, arising out of the approval of my request to use the facility or out of my actual use of the facility. I agree, on behalf of myself and the organization I represent (if applicable) that all claims against the Town of Copake for any damage or injury arising out of the use of the facility are hereby waived and released. I agree, on behalf of myself and the organization I represent (if applicable), to abide by all applicable local, state and federal laws during my use of the facility.

Signature

Date

Lawrence O. Proper Community Center Rules of Facility Use

1. The fee for use of the Lawrence O. Proper Community Center is \$100 for Town of Copake residents, \$150 for non-residents. Such fee covers a **six-hour** block of use. Set up and clean up must occur during such time. **ALL RENTALS MUST END BY 8:00PM**
2. **A refundable security deposit of \$200 shall be paid at time of application.** Damage to the facility or any facility equipment or failure to clean up or otherwise follow these Rules of Facility Use shall result in forfeiture of such deposit. In addition to retaining the security deposit, the Town reserves all of its rights to pursue any and all available remedies from the applicant in the event any damage occurs during the applicant's use of the facility.
3. The **Event Contact Person** shall remain on-site during the entire period of use of the facility and shall be the primary point of contact and shall ensure compliance with these Rules of Facility Use.
4. **NO ALCOHOL OR DRUGS shall be permitted on the premises.**
5. **Smoking is prohibited everywhere on park property.**
6. The applicant is permitted to use up to 100 chairs, 10 rectangular (30" x 84") tables, 6 round (5' diameter) tables, refrigerator/freezer, sink, ice machine, cooler, microwave, range, 2 ovens, and facility pots, pans, and utensils. There shall be no adjustment to the use fee in the event any or all of such items are unavailable for use.
7. The applicant shall adhere to all posted building occupancy limits.
8. The microwave, range, and ovens shall be used for reheating previously prepared foods only. They shall not be used for cooking.
9. No facility equipment shall be removed from the building for any reason.
10. The applicant shall be responsible for the following:
 - a. Setting up tables and chairs.
 - b. Cleaning, drying and putting away all facility pots, pans, and utensils.
 - c. Cleaning the kitchen and hall.
 - d. Sweeping and mopping the floor in the kitchen and hall.
 - e. Turning off all burners, ovens, and coffee makers. Coffee makers shall be unplugged.
 - f. Bagging up all garbage and leaving it next to the garbage cans for removal by the cleaner.
 - g. Cleaning all tables and chairs out for the cleaner to clean and store for next facility user.
 - h. Turning off all lights in the hall and kitchen.
 - i. All appliances should be cleaned after use.
11. **IF ANY OF THE ABOVE MENTIONED RULES ARE NOT FOLLOWED, YOUR SECURITY DEPOSIT WILL BE FORFEITED**

*****INTERIOR CAMERA SURVEILLANCE BEGINS JANUARY 1, 2026*****