



# Chili Community Center

# Room Reservation Procedure

## **Chili Community Center**

3237 Chili Avenue  
Rochester, NY 14624  
(585) 889-4680

## **Hours of Operation**

Monday-Friday	6:00 am-9:00 pm
Saturday	7:00 am-9:00 pm
Sunday	9:00 am-5:00 pm

*\*available rental hours vary, see next page*



# Introduction

This packet contains the Room Reservation procedure and requirements for the Chili Community Center. Renters agree to accept and adhere to the policies contained in this packet, as well as additional policies of the Town of Chili and Chili Recreation.

## Reservation Priority:

1. Chili Recreation programs & Town functions
2. Resident and Member Reservations
3. Non-Resident Reservations

Room Reservations will be completed through the Chili Recreation Department, whose offices can be found inside the Chili Community Center. Room Reservation Forms may be obtained at the reception desk in the main lobby or on the Town's website. Please note that Community Center rooms are available to rent only during the hours listed below.

### Recreation Department

(585) 889-4680

recreation@townofchili.org

### Recreation Office Hours\*

Monday-Friday 9:00 am-5:00 pm

*\*hours subject to change based on events and programs*

### Community Center Rental Hours

Monday-Saturday 9:00 am-8:00 pm

Sunday 10:00 am-4:00 pm

### Town Holidays (Community Center Closed)\*

New Year's Day

Easter

Memorial Day

Independence Day

Thanksgiving

Christmas

*\*subject to change*



# Reservation Requirements

1. Approval for use will be on a first-come, first-paid basis and depends upon space availability. Contact Chili Recreation for more information.
2. Groups may schedule standing reservations for a period not to exceed a calendar year. Those wishing to make such reservation must make payment for the entire reservation term at the time the reservation is made. No refunds will be issued for unused or cancelled dates.
3. Room Reservation requests must be made by the individual or group representative responsible for the reservation. The individual or representative may also be required to meet with Recreation staff in person prior to the rental.
4. Renters may be required to provide general liability insurance. This must be supplied to the Recreation Department prior to the rental and must list the Town of Chili as Additional Insured.
5. Renters may be required to submit written details of their organization, nature of event, number of guests expected, and special needs or requirements. **Chili Recreation reserves the right to deny any activity or event deemed inappropriate for the Community Center.**
6. Renters must be 21 years of age or older.
7. No alcohol or smoking is allowed.
8. Additional rental rules may apply, see Reservation Application for more information.

# Reservation Process

1. The individual or group representative fills out a Room Reservation form.
2. The request is reviewed by the Recreation Department, and is approved or denied.
3. Following notice of approval by Chili Recreation, the group has 3 working days to complete payment and leave security deposit, or the request will automatically be cancelled and the date may be rented to another group.
4. The group representative meets with Recreation Staff to see the room and review the rental policies.
5. A Permit will be issued after required items, including insurance (if applicable), have been provided to the Recreation Department.
6. On the day of the rental, the group representative will be given access to the room.



# Security Deposits & Damage

1. A \$100 Security Deposit (cash or check made payable to the Town of Chili) will be required for room rentals. The Security Deposit will be returned to the renter pending no damage has been done to the room.
2. Group Representatives should inspect their rented room prior to the event and report any noticeable damage to the Front Desk.
3. Damage fees will be assessed in the following situations, or as deemed necessary by the Recreation Director:
  - Broken furniture or equipment
  - Stains on walls or floors
  - Stains on carpets
  - Defacement of the interior or exterior of the building
  - Damage created by improper use of equipment or non-compliance of facility rules
  - Disturbance created for other groups/users
  - Police called for emergency/disturbance
3. Damage fees are based on replacement or repair costs incurred, and may exceed deposit amount. The Town of Chili may take legal action to recover these costs.
4. A post-function walkthrough will be required. Community Center staff will inspect the room immediately following the event with the group representative. Any damages will be noted and reported to the Recreation Director.
5. Pending there was no damage or missing items, the Security Deposit will be returned (during normal Recreation Office hours). If damages were noted, the group representative will be contacted by the Recreation Director who will advise on the course of action that will be taken.

## Gymnasium Rental Guidelines

Use of the gymnasium differs slightly from other room rentals within the Chili Community Center. Reservations for Friday, Saturday and Sunday are considered "weekend rentals." Due to Town programs and events, there is limited availability for weekend rentals.

Additional fees may be added to the rental for extra staffing required and equipment use within the gymnasium. The gymnasium can be rented as a half or whole.



# Kitchen Rental Guidelines

The kitchen is available for rental only when renting the banquet room. All Kitchen Rules must be followed, at risk of forfeiture of Security Deposit. The kitchen must be rented for a minimum for 4 hours, and an additional \$100 fee will be added to cover the cost of a Food Certified staff member on site during the rental\*.

\* Exception: Fully licensed caterers are exempt from this fee, copy of license required.

# Food, Beverage & Catering

Food service, supplies, condiments, etc. are not provided by the Chili Community Center. The serving of food and/or use of the kitchen must be authorized prior to permit being issued. On-site caterers will be required to submit a Certificate of Insurance naming the Town of Chili as Additional Insured. This must be submitted prior to the event. Food or drink (except water) is not permitted in the gymnasium.

# Cancellation/Changes

Facility rentals are generally non-refundable. If the cancelation was initiated by the Town for any reason, you will receive a full refund. In cases where the cancelation was made due to a medical emergency or certain hardship condition, or if the Town is able to rebook the facility for the same date, a refund may be made. Requests for facility refunds must be made in writing. The requestor may receive a full or prorated refund based on a case by case review by the Recreation Director.

Changes in the number of people expected at an event should be communicated to the Recreation Department in a timely fashion. Note that increases in attendance which require a larger room will only be accommodated based on availability and is not guaranteed. Additional fees may apply. Renters must adhere to the capacity posted in the room.

# Fire Regulations

The renter must comply with building codes set forth by Federal, State and local government, including maximum room occupancy. There must be no obstruction of fire safety equipment, fire pull boxes, or entrances and exit within the Community Center. Open fire, flames, candles, lit cigars, cigarettes, pipes, or matches are prohibited. In case of fire and/or fire alarm, all occupants must immediately exit the building.



## **Animals**

Animals are not permitted in the Chili Community Center except for service animals for patrons with disabilities. Emotional support animals are not recognized by the Americans with Disabilities Act as service animals, and therefore are not recognized as such by the Town of Chili.

## **First Aid/Injuries**

If injury of any severity occurs, the permit holder is required to notify the Recreation Department/Community Center staff immediately. An Incident Report must be completed by an adult representative from the group.

## **Gratuities**

Town of Chili policy prohibits any Town employee from accepting gifts, gratuities, complimentary items, or other favors from groups using the facility.

## **Non-Resident Groups**

Non-Resident Groups are defined as those groups or organizations who's membership or participation are comprised of less than 75% of Chili residents. Verification must be provided prior to making a reservation.

## **Misc. Items (i.e. entertainment, inflatables)**

Outside entertainers not limited to bands, soloists, clowns, magicians, animal shows are at the discretion of the Town and must be approved by the Recreation Director.

Other apparatus, not limited to Bounce houses, inflatable apparatus, rock climbing etc. are at the discretion of the Town and must be approved by the Recreation Director.



# Room Reservation Fees

All rentals include 30 minutes before and after rental for set up and clean up

Room	Resident/Member Price	Non-Resident/ Business/Organization Price
Banquet Room Room 118	\$75/hour	\$90/hour
Kitchen (must also rent Banquet Room) Room 117	\$50/hour* *4 hour minimum	\$65/hour* *4 hour minimum
Meeting Room 1 Room 215	\$10/hour	\$30/hour
Meeting Room 2 Room 216	\$10/hour	\$30/hour
Community Room 1 Room 211	\$15/hour	\$40/hour
Community Room 2 Room 212	\$15/hour	\$40/hour
Community Room 3 (Large) Room 213	\$20/hour	\$50/hour
Annex Table* *for approved use only	\$10/table/hour	\$20/table/hour
Half Gymnasium *additional fees may apply for extra staff/ equipment use.	\$75/hour	\$90/hour
Full Gymnasium *additional fees may apply for extra staff/ equipment use	\$125/hour	\$140/hour

Note: Chili Non-Profit Organizations may be eligible for a reduced or waived fee. Contact Chili Recreation for more information.







## Room Reservation Form

### Community Center Rental Hours

Mon-Sat, 9AM-8PM

Sun, 10AM-4PM

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_  Private/Family Event  Public/Organization Event

Organization \_\_\_\_\_  Non-Profit  For-Profit

Description of Event \_\_\_\_\_

Event Times \_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_

*\*30 minutes of Set Up time and Clean Up time is included in rental free of charge*

Anticipated Attendance \_\_\_\_\_ Room Requested \_\_\_\_\_

Will food be served? \_\_\_\_\_ If yes, name of Caterer \_\_\_\_\_

**NOTE:** Insurance is required from any on-site caterer being used

#### Additional Furniture/Equipment Requested

(In addition to what is in the room you have selected. See Rental Packet for each room's standard set up. NOTE: This is based on availability and is not guaranteed, fees may apply.)

Enter Quantity Requested: \_\_\_\_ Chairs \_\_\_\_ Tables (rectangular) \_\_\_\_ Tables (circular)

Check Box if Requested:  Podium  American Flag  Easel (no paper)

Equipment Requested **NOTE:** Not all the below equipment is available in every room. Fees may apply.

TV  Projection Screen  Projector  PA System  Scoreboard

**Please read the rules on the next page and sign. Application will not be accepted without signature.**

**NOTE:** The above is a request and is not guaranteed. Approved dates/times will be on Permit once issued.

# Facility Rules

1. Your rental includes tables and chairs. Additional tables and chairs may be requested (subject to availability). All tables must be covered during event when serving food and beverages.
2. Rooms will be available 30 minutes before reservation and must be cleaned up 30 minutes before building closes.
3. Tape, tacks, etc. are not permitted to be used on walls, windows, curtains, blinds, floors or woodwork. The use of confetti and glitter is prohibited. No decorations are to be wrapped or wired to ceiling.
4. All rooms must be left in the manner in which they were found. Additional fees may be applied for rooms not left in a reasonable manner, or for any damages done to the room or equipment.
5. Trash receptacles are available in the Community Center. Extra liners may be requested at the Front Desk. Recyclables may be left in the receptacles within the Community Center.
6. Rental is not confirmed until all fees have been paid, documents have been supplied, and a permit has been issued by the Recreation Department.
7. Alcohol is not permitted on Town property. The Chili Community Center is a non-smoking facility.
8. Children must be supervised by an adult at all times.
9. Candles, fire, flames, etc. and piñatas and other like items are not permitted in any room.
10. Please be mindful of others and keep music and noise at a respectful level.

By signing below you understand that you are agreeing to the above rules, in addition to other Chili Community Center rules. Furthermore, you understand that you will be held responsible for any damage resulting from the use of the facility.

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