

ELLIS HOLLOW COMMUNITY CENTER FACILITIES USAGE

Reservations for use of the Ellis Hollow Community Center Building

1. The EHCC building and facilities will be available for the use of groups of up to 60 people. We will no longer be able to rent to large groups (>60 people) due to fire regulations.
2. The EHCC member submitting the reservation will be present at the scheduled event and assumes responsibility for the function. This includes:
 - a. Behavior of all present at the function
 - b. Cleaning and garbage removal
 - c. Damages - a deposit of \$100 is required prior to confirming reservation. This will be refunded if the facilities are left in the condition they were before the event. This deposit will be used to cover costs of cleanup and removal of all garbage resulting from the function, if the facilities are not left as they were. In addition, if outside services are contracted, the responsible party will be **held liable** and will be billed accordingly.
 - d. User Fee: \$50 for groups of 40-60, \$25 for groups of 20-39, \$15 group of under 20 people

Reservations for use of the Ellis Hollow Pavilion

- Any group wishing to use the EH grounds/pavilion during the summer is requested to reserve the field and/or pavilion with Linda Myers 273-2897. A security deposit will be collected as described for the use of the EHCC building. A donation will not be requested. We urge groups reserving the pavilion to post a "Reserved" sign on the pavilion. A booking calendar is listed online to help with date/facility availability (see URL at bottom of page).

Reservations for use of the field for Little League/Softball/Soccer practice

- Any coach wishing to use the EH field as a place for their team to practice or for games must reserve the field with Linda Myers. This will eliminate confusion when multiple teams show up at the same time.

Limitations

1. Members of the EHCC will have access to the Center facilities and grounds on major holidays throughout the summer and fall months. The facilities and grounds will not be available for reservation on major holiday weekends, but will remain available for the use of Ellis Hollow residents. These weekends include:

Memorial Day Weekend	Mother's/Father's Day
EHCC Chicken Barbecue	July 4th Weekend
Labor Day Weekend	EHCC Fair Weekend
2. The center, its facilities and grounds will not be made available to any group, organization, person, or family comprised exclusively of non-EHCC members.
3. Members of the EHCC will be allowed access to the grounds at all times. The playground and the tennis courts shall never be reserved for use. "Reserved" does not restrict EHCC members from using the general grounds.
4. Pets are not allowed at group functions/events.
5. Alcoholic beverages are allowed, based on existing state laws, and a statement signed by the applicant will be required absolving the EHCC of any liability. The responsible party signing the reservation form will ensure that minors do not consume alcohol.
6. No groups will be allowed to camp or use the grounds or building for any overnight parties.
7. There is a viewable booking calendar on the website to check dates prior to booking (see website URL below).
8. Pool reservations are not covered by this statement.

Application forms will be printed twice per year in the March and June Gazettes. If you need one prior to this, contact Linda Myers at 273-2897 or the Gazette Editor at 539-6939 or mlmcilvennie@twcny.rr.com. There is also a download of this form from the community website www.ebcc.clarityconnect.com.

**RESERVATION FORM
ELLIS HOLLOW COMMUNITY CENTER USAGE**

Name of Responsible Party: _____

Address: _____

Telephone: _____

Function:

Date of Event: _____ Time: _____

Areas to be Used (please circle):

Pavilion

BBQ Pit

Ball Fields

Community Center Building
(Maximum occupancy 60 people)

Size of group (approximate):

Donation: \$ _____

User Fee: \$50 for groups of 40-60, \$25 for groups of 20-40, \$15 group of up to 20

Deposit Received: _____ Date: _____ Initial: _____

Deposit Returned: _____ Date: _____ Initial: _____

**Responsible party agrees to hold harmless the Ellis Hollow Community Center and its Board of Directors regarding use of alcoholic beverages at this function.

It is understood by the requesting party that approval does not include EXCLUSIVE access to the facilities. Ellis Hollow Community Center members and their guests will be allowed access to the grounds at all times.

Responsible Party Signature _____ Date _____

If you would like to use the EHCC or grounds contact Linda Myers 273-2897, 264 Turkey Hill Rd., to set up a time to deliver this form (and pick up the keys if you are using the building).

Ellis Hollow Community Center Clean-Up Procedure

Please follow these procedures after using the Community Center. You will need to bring extra paper bags to reline the wastebaskets after you empty the trash. All the cleaning fluids/supplies are in the closet along with the vacuum. Please do a good job so the next group using the Center will not have to clean up before their function. *Thank You!*

BUILDING USE

Bathrooms:

- 1) Clean the toilets with toilet bowl cleaner, using the brush and sponge marked "toilet." Disinfect the handles and seat with Lysol.
- 2) Clean the sinks with cleanser using the sponge marked "sink."
- 3) Sweep the floors and wipe up any spots.
- 4) Empty the wastebaskets and put in new trash bags.

Classroom/Hall and Kitchen:

- 1) Vacuum the rugs.
- 2) Sweep the floors (including the kitchen).
- 3) Wet mop any spills, muddy footprints, etc. on the floor using the ammonia-type cleaner.
- 4) Wipe the tables with a spray cleanser (Pine Sol, Mr. Clean, etc.).
- 5) Put equipment back where it belongs.
- 6) Be sure the kitchen is clean.
- 7) Empty the wastebaskets and put in new trash bags.

Closing the Building:

- Turn off the lights.
- Turn the thermostat to 55 degrees
- Lock all windows and doors.
- Take all trash home to discard with your household garbage.

Note: There is a timer switch for the spotlights on the outside of the Center. Please turn the lights off when you leave the Center. The spotlights will turn off shortly after you get to your car.

Other: If it has snowed, please bring a shovel and plan to arrive early to clear the walk leading into the Center.

OUTSIDE USE – Pavilion /Fields

- 1) Please be sure all picnic tables are cleaned and cleared.
- 2) Make sure that all trash is completely picked up from the grounds.
- 3) Please take your trash with you and dispose of it at home.