



Perinton Recreation and Parks Department

1350 Turk Hill Road | Fairport, NY | 14450

Perinton Community Center - Room Reservation Form

Contact Person: Jeff Ackerman, Recreation Supervisor - jackerman@perinton.org, (585) 223-5050

Building Hours: Monday-Friday - 6:00AM-10:00PM | Saturday - 7:00AM-10:00PM | Sunday - 9:00AM-6:00PM

Name: _____ E-Mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Fax: _____

Sponsoring Organization: _____

Person Responsible: _____

Description of Event: _____

Day: _____ Date: _____ Driver License #: _____

Time In: _____ (Can arrive no more than 15 minutes prior to start of reservation.)

Time Out: _____ (Can depart no more than 15 minutes following end of reservation.)

NOTE: Dates and times that are written on this form are requests only, not the confirmed dates/times. Please refer to your receipt for actual start and end times. No reservation is confirmed until a signed form and receipt has been issued by the Perinton Recreation and Parks Office.

Anticipated Total Attendance: _____ Room Preferred: _____

Will your group be using the Aquatic Center? YES NO (If yes, please contact Laura Silins at 223-5050.)

Will your group be renting the kitchen? YES NO (We reserve the right to apply a maintenance fee if the kitchen is not left in a responsible manner or any damage has been done to the equipment. Please include credit card information.)

Room Set-Up: _____ (See attached sheet for options. Please supply diagram if different set-up requested.)

Equipment Requested: TV/DVD PROJECTION SCREEN PODIUM FLIP CHART EXTENSION CORD
 UTILITY CART LCD PROJECTOR (\$25.00) CD PLAYER WHITE BOARD
 (PCC is WiFi enabled - no password required.)

Food Brought In: _____

Form of Payment: CASH CHECK (\$20.00 fee for returned checks.) CREDIT CARD

Card Type: MASTER CARD VISA DISCOVER Card #: _____ Exp. Date: _____

Total Amount Paid: _____ Signed: _____

Fee Schedule A: Perinton resident family events ONLY.
 \$35.00 for first hour; \$20.00 for each additional hour.

Fee Schedule B: All non-resident and dues collecting, Not-For-Profit or For-Profit groups.
 \$35.00 for first hour; \$30.00 for each additional hour.

Kitchen: \$30.00 per hour, must be rented for duration of room rental.

Groups over 50 people WITH FOOD will pay an additional \$25.00 maintenance fee per reservation. A function is that which includes more than coffee and cookies or pizza and soda.

Table coverings must be provided and all tables must be covered during your event.

Please read and sign back of form.

UPDATED: 1/2/14

Please read carefully and sign:

- Perinton Community Center will provide tables and chairs as available when requested. These will be set up in your room when you arrive at your scheduled time.
- Rooms will be available only at the time confirmed on the receipt.
- Protective coverings must be used on all tables for events involving food, arts/crafts and any other messy material. These are to be provided by the group renting the facility.
- No tape, tacks, etc. are to be used on walls, windows, curtains, blinds or woodwork. The use of confetti is prohibited. No decorations are to be tied, taped, wrapped or wired to ceiling.
- All rooms must be left in the manner in which they were found. An additional maintenance fee of a minimum of \$50.00 will be assessed for rooms not left in a reasonable manner or for any damage done to the room or equipment in the room. This also applies to all other areas of the building that may have been used.
- Trash receptacles will be available. Extra liners may be requested at the front desk.
- The PCC staff will do normal sweeping and mopping. For large spills or debris, a broom or mop may be requested from the front desk.
- Rooms will be closed at the time indicated as departure time. Any extension of this time will result in an additional fee.
- All recyclable cans, bottles, etc. must be removed from the PCC.
- Perinton Community Center is a non-smoking facility.
- Alcoholic beverages are not allowed in the Perinton Community Center.
- Please be mindful of others using the building and keep noise at a respectful level.
- All applications must be received a minimum of five working days prior to the event. No reservation is confirmed until a signed form and receipt has been issued by the Perinton Recreation and Parks office.
- Any changes in set up must be made at least five working days prior to the event and all changes in time, set up, date, etc. will result in a \$10.00 processing fee.
- A \$10.00 processing fee per room, per date will be assessed to all cancellations. No refund requests will be honored less than ten working days prior to the event.
- All children must be supervised by adults at all times.
- Use of any of the other areas or programs in the facility will be subject to the rules and accompanying fees that govern these respective areas.
- There are no candles or fire allowed in the rooms due to the smoke detectors.
- All reservations must abide by the time the facility is open.
- I have read and understand all the above points. I also understand that I will be held responsible for any damage resulting from the use of the facility.

_____ (Person Responsible)



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Our standard rectangular tables measure 8' x 2.5' and our round tables are 5' in diameter. Round tables may be used in rooms 208 B and 204 A, B and C. All other rooms utilize rectangular tables in same configuration.

ROOM SET-UP OPTIONS:

<p>A THEATER</p>		<p>D MEETING</p>	
<p>B CLASSROOM</p>		<p>E BANQUET</p>	
<p>C ARTS</p>		<p>F</p>	<p>Room is clear.</p>

* OTHER SET-UP OPTIONS AVAILABLE UPON REQUEST *

EQUIPMENT OPTIONS:

- TV-DVD/VCR
- SCREEN
- PODIUM
- FLIP CHART
- EXTENSION CORD
- CD PLAYER
- WHITEBOARD
- UTILITY CART
- LCD PROJECTOR - \$25

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Room Capacities and Amenities

Room	Sq. Feet	Max Cap.	Banquet	Theater	Classroom	Sink/ Counter	Fridge	Microwave	Oven	Whiteboard	Sound System	Projection Screen
204A	1300	87	64	80	40	x						x
204B	1300	87	64	80	40	x					x	
204ABC	3900	261	200	240	120	x					x	
2 sections	2600	174	136	160	80	x					x	
200	385	26	16	20	n/a	x	x		x			
209	768	51	40	40	32	x				x		
211	400	27	24	25	24	x				x		
212	780	52	40	48	32	x				x		
208A	546	41	32	32	24	x	x		x			
208B	1281	85	64	85	40							x
205	656	48	32	40	24	x	x		x			
Full Gym	7700	520	n/a	n/a	n/a							
Gym 1	3850	260	n/a	n/a	n/a							
Gym 2	3850	260	n/a	n/a	n/a							
Aerobics	1768	118	n/a	n/a	n/a							
Observation			24	n/a	n/a	x						