



Perinton Recreation and Parks Department

1350 Turk Hill Road | Fairport, NY | 14450

Perinton Community Center - Room Reservation Form

Contact Person: Joe Kincaid, Recreation Supervisor - jkincaid@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: _____

Person Responsible: _____ Organization: _____

Description of Event: _____

Day: _____ Date: _____

Time In: _____ (no more than 15 minutes prior.) Time Out: _____ (no more than 15 minutes after.)

V \ u- 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

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

Equipment Requested:	*TV/DVD	*SMART BOARD	*PODIUM	*EXTENSION CORD
* No fee items	*UTILITY CART	*WHITE BOARD	PRESCHOOL PLAY EQUIPMENT (\$75 Res/\$100 Non-Res)	
	GAGA PIT (\$100 Res/\$125 Non-Res)	GYM VARIETY (\$10 Res/\$15 Non-Res)		

(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: _____ Name as it appears on card: _____

Total Amount Paid: _____ Signed: _____

Fee Schedule A: Perinton resident family events ONLY.
\$47.00 for first hour; \$30.00 for each additional hour.

Fee Schedule B: All non-resident and dues collecting, Not-For-Profit or For-Profit groups. \$47.00 for first hour; \$40.00 for each additional hour.

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

Please read and sign back of form.

UPDATED: 1/3/24

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 30 minutes before and after time confirmed on the receipt for setup and clean up for no additional fee.
- 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.
- 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, fire, or piñatas 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	x			
209	768	51	40	40	32	x				x		
212	780	52	40	48	32	x				x		
208A	546	41	32	32	24	x	x		x	x		
208B	1281	85	64	85	40							x
205	656	48	32	40	24	x	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						

UPDATED: 11/28/17

RENTALS