



## **Town of Newstead Requests for Newstead Community Meeting Rooms**

Request for use of any of the Town of Newstead's open community meeting rooms is available to town organizations on a first come, first served basis.

Requests for reservations must be submitted on the attached application form to the Newstead Town Hall attention of the Town Clerk by the first business day of the year but not before.

Please note that some of these buildings have town offices and that certain areas may be open at the same time as your group function. (For example: If using the Cultural Center on a Saturday, the library is open from 10:00 am to 3:00 pm). *Attendees of your function must be restricted to the requested/rented area and children must be supervised at all times.*

Any request for use of the room that requires extra services are the responsibility of the requester.

**THE KEY TO ACCESS THE ROOM YOU ARE RENTING MUST BE PICKED UP AT THE TOWN HALL DURING THE HOURS OF MON-FRI 8:00 AM TO 4:30 PM**

### **Meeting Room Rules:**

- \*Alcoholic beverages (beer & wine only) allowed by special permit only (complete additional form).
- \*Please leave the meeting room in the same (or better) condition as you found it.
- \*You are responsible for cleaning up your own garbage and placing bags in the appropriate locations depending on the room you are using. See the town clerk for specific locations and instructions.
- \*No storage of supplies or equipment in the meeting room without prior approval.
- \*If you are requesting use of a building that has a kitchen area, it must be cleaned after usage.
- \*No animals allowed except for certified service animals.
- \*If there is a problem with the room, please let the Town Hall know immediately.
- \*Violations of the above rules may result in dismissal of privileges for future use of the meeting room.

### **SPECIAL RULES FOR THE CULTURAL CENTER:**

- +Keep the key with you at all times, as the doors could lock when exiting.
- +Please take your trash with you when you leave.
- +Make sure all lights are turned off.
- +Close & lock all doors, including restroom doors, and set the alarm.
- +If there are any issues, please contact Dale Gooch at (585) 943-2448 (not available Sundays 9:30am-1:30pm)

**\* There will be a \$60 fee for use of the Cultural Center for private party functions or events that cost a fee to attend or generate revenue.**

If you have any questions, please contact Town Clerk, Jennifer DiChristina at (716) 542-4573.



Town of Newstead- Town Hall  
5 Clarence Center Rd- P.O. Box 227  
Akron, NY 14001

**BUILDING USE REQUEST FORM**

**Building Requesting:**

     **Newstead Cultural Center\***      **Denio Downstairs**      **Town Hall**

\* There is a \$60 fee for use of the Cultural Center for private party functions or events that cost a fee to attend or generate revenue.

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date and Time of Use: \_\_\_\_\_

Type of Activity Planned: \_\_\_\_\_

Number of Persons Expected: \_\_\_\_\_

Check Areas Which Will Be Needed: \_\_\_\_\_ PA Equipment/Screen/TV

\_\_\_\_\_ Conference Room    \_\_\_\_\_ Kitchen    \_\_\_\_\_ Open Meeting Room

---

The Town Board will hold the applicant responsible for supervision of their group and for any damages to Town Facilities/Property occurring during and resulting from such use by applicant and/or their group. The undersigned individual attests that he/she is 21 years of age or older and has read all the rules associated with this request and agrees to be responsible for his/her group during their event use of Town property.

Signature of Person Making Request: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

---

Request Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_