

2024 Rental Agreement Addendum for the Community Center at Nike Base Park

COMMUNITY SERVICE AND NON-PROFIT ORGANIZATION FORM

In addition to all terms of the rental agreement, the organization renter agrees to the following terms and conditions specific to community service and non-profit organizations:

Insurance and Fees

- Certificate of Liability Insurance for at least \$1,000,000 must be provided listing the Town as additionally insured:
Town of Grand Island
2255 Baseline Road
Grand Island, NY 14072
- The fee schedule for community organizations is \$30.00 per use or \$150.00 per year for 5 or more blocks per year.
 - The \$150 fee category must be paid in full as a lump sum payment upon reservation request.
 - One use is a 4-hour time block.

Reservations and Renter Responsibilities

- Groups can reserve up to 12 blocks through December 31, 2024, with payment.
- 1 block is 4 hours
- Additional blocks beyond the initial 12 blocks reserved can be reserved up to 2 weeks in advance of requested date – i.e., if reserving April 28, reservation request can be made on April 14 or after.
- Groups are only allowed in the building on the dates and times that are reserved. We cannot have additional traffic in and out of the building.
- Arrival & Departure Time- To ensure all rentals have their allotted time, the following applies:
 - Arrival Time: Renter may request to arrive up to 15 minutes prior to scheduled rental time to set up their personal belongings.
 - Departure Time: All persons must be out of the community center by scheduled check out/rental time
 - Early Arrival or Late Departure: Additional hourly rate may apply for extended usage without prior authorization. If extra time is needed, contact the Recreation Department to inquire about availability.
- Rental fee covers reservation and use of the building. Renters are responsible:
 - Key
 - If Department Staff is unavailable to open the facility for renter, then the renter will be notified and must pick up an assigned key for the Community Center no more than 3 business days before their rental. Regular business hours are Monday – Friday, 8:00 a.m. – 4:00 p.m.

- At the end of the rental the key must be left on the table in foyer of the Community Center
- Opening / Closing of Community Center
 - When applicable: The renter will be responsible for unlocking the door for the center and locking the door (leave key on the table in foyer) when finished.
 - The door can be kept unlocked during the rental time, by engaging the arm bar using the allen key on the chain attached to the door frame.
 - The door must be locked at the end of usage using the allen key on the chain attached to the door frame. The key that was assigned must be left on the table in the entry way.
- Lights
 - Renter must turn off lights in the main room and bathrooms. There is one security light in the main room and one security light in the entry foyer that remain on.
- Tables, Chairs, Games etc.
 - The renter is responsible for setting up tables, chairs, games and any other equipment they would like to use.
- Cleaning
 - The renter is responsible for the Community Center being left in the same order it was when they arrived including:
 - Putting back tables, chairs, games etc. that were moved
 - General cleaning including all trashing in the trash bins, wiping up any spills, and sweep floors
- Notifying Staff of Any Issues
 - Immediate concerns or issues should be directed to the Recreation Supervisor by calling 716-465-8370
 - Non-urgent concerns or issues can be emailed to recreation@grand-island.ny.us or by calling the Recreation Office during regular business hours at 716-773-9680

Organization Name: _____

Renter Name (print) _____

Renter Signature: _____ Date: _____