

**BROCKPORT FIREMEN'S EXEMPT BENEVOLENT ASSOC. INC.**  
**BUILDING USE RESERVATION APPLICATION**  
248 West Avenue, Brockport, New York 14420

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Requested: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ All Day: \_\_\_\_\_ Time to Open \_\_\_\_\_

Half Day: \_\_\_\_\_ Five (5) hours or less

Use of House: \_\_\_\_\_ Use of Hall \_\_\_\_\_ Use of Grounds (restrooms only) \_\_\_\_\_

Do You Intend to Clean Up? YES NO (Circle One)

**FEES:**

Security/clean-up Deposit -\$100.00 (Refundable if cleaned-up)

Rent for Hall: - \$180.00 (All Day) More than 5 hours including decorating.  
\$100.00 (1/2 Day Meetings) (Less than 5 hours)

Grounds Only with use of Restrooms: - \$50.00

A security/clean-up deposit of One Hundred Dollars (\$100) is required at the time of booking. This deposit will be refunded if everything is acceptable. If you cancel Thirty (30) Days prior to the date of use you will receive your refund. A Seventy Five Dollar (\$75) fee will be charged if you cancel less than Thirty Days (30) prior to your booked event.

**THERE IS NO SMOKING ALLOWED IN ANY EXEMPT BUILDING.**

**BUILDING AND GROUNDS MUST BE VACATED BY MIDNIGHT.**

**BUILDING AND GROUNDS MUST BE LEFT CLEAN OR THE CLEAN UP FEE WILL BE FORFITED.**

**ALL TRASH IS THE RESPONSIBILITY OF THE RENTING PARTY.**

PLEASE READ THE BACK

**BROCKPORT FIREMEN'S EXEMPT BENEVOLENT ASSOC. INC**

**FACILITIES RENTAL POLICY  
248 WEST AVENUE, BROCKPORT, NEW YORK**

1. All parties/functions are the responsibility of the person signing this contract. Adult supervision is required.
2. The reservation form must be filled out completely and returned to the club official in charge of the bookings with the deposit. Checks are to be made payable to the **"Brockport Exempt Benevolent Assoc., Inc."**
3. The Brockport Exempt Benevolent Association. Inc. will not furnish any **ALCOHOLIC BEVERAGES**. The **Brockport Exempt Benevolent Assoc., Inc.** will not be held responsible for any alcoholic beverages consumed or the condition of any person that leaves the **CLUB** property.
4. Upon signing this agreement, you have agreed to leave the **CLUB** as clean as you found it. All floors must be mopped. All trash must be removed, tables and chairs put away, and any dishes used must be cleaned and put away. All lights will be turned off including the restroom lights.
5. Any **DAMAGED OR MISSING** property will be the responsibility of the renting party. **This will be over and above the \$100.00 deposit.**
6. No dates will be guaranteed until a security/clean-up deposit is in hand.
7. Refunds shall be granted at the discretion of the Board of Directors. This is minus the \$75.00 if cancelled less than thirty (30) days prior to the event
8. All dates shall be cleared through the Board of Directors except in cases of emergency.
9. You are not allowed to use tape on the ceiling, walls or painted surfaces, or hang anything from the sprinklers system, pictures or fixtures. Tape is to be removed from the tables if applied.
10. A seventy five dollar (\$75.00) fee will be charged if cancelled less than thirty (30) days prior to the event.
11. If you want a different temperature than the one set for the hall a surcharge (\$15.00) will be charged.
12. Upon acceptance of the above requirements, the renter must sign this reservation form.

**SIGNATURE OF RENTER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**SIGNATURE OF BOOKING OFFICER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**REMEMBER:**

**ALL TRASH MUST BE REMOVED – THERE IS A \$10.00/ BAG  
CHARGE IF NOT REMOVED TURN OFF ALL LIGHTS  
INCLUDING IN REST ROOMS STACK ALL THE TABLES --  
NO MORE THAN ONE**

**TABLE WITH THREE ON TOP -- KEEP A COUPLE INCHES  
FROM WALLS PUT AWAY ALL CHAIRS NO TAPE ON  
WALLS OR WOOD WORK SWEEP AND MOP THE FLOORS  
IF NEEDED**

**LOCK THE MAIN DOOR THERE WILL BE A CHARGE --  
MINIMUM OF \$50.00 – IF WE HAVE TO CLEAN UP AFTER  
YOU**

**HAVE A GOOD TIME**