

POLICIES and RULES SPECIFIC TO USE OF THE LODGE AT THE WILLIAMSON TOWN PARK

Please Retain This Page for Your Information

Equipment

The facility contains (2) 6ft round tables; (10) 8ftx2.5ft rectangular tables; (100) chairs; and racks for tables and chairs. The kitchen contains (1) microwave; (1) side by side refrigerator, with ice maker; (1) 30" electric range with oven; commercial stainless sink and counter space; handicap bathroom with toilet tissue; air conditioning; radiant heated floors; fireplace; large and numerous tack boards.

The Lodge entry combination will be issued on the last business day prior to rental. The clean-up deposit that you paid when you made the reservation will be MAILED to YOU around the MIDDLE of the following MONTH AFTER your reservation provided the "post-use" inspection proves satisfactory and there are no infractions of the policy and rules.

REFUNDS FOR CANCELLATIONS WILL ONLY BE ISSUED IF THE LODGE IS RENTED AGAIN FOR THE SAME DATE.

1. THE APPLICANT IS RESPONSIBLE FOR ENFORCING the rules and regulations AND MUST BE PRESENT AT FUNCTION. Applicant and group are responsible for compensation of property damage.
2. All locked cabinets are NOT for the general public, materials inside cabinets are the property of the town, if any cabinet has been found to be **FORCED OPEN there will be a \$50 forfeiture of deposit.**
3. **ALCOHOLIC BEVERAGES:** NO DIRECT SALE OF ALCOHOLIC BEVERAGES IS PERMITTED. If alcoholic beverages are served during an event, a permit must be obtained. The permit is for BEER and WINE only.
4. Smoking is **PROHIBITED** in the lodge, if you must smoke go outside and dispose of the butts in provided receptacles.
5. Folding tables and chairs are for **INSIDE** use only; furniture racks may be stored temporarily in the shed outside east door.
6. Use of thumb tacks/tape/push pins for decorating purposes is limited to the gray tack strips on the lodge walls. **NO STAPLES, NAILS, TAPE, THUMB TACKS, PUSH PINS OR ANY OTHER ITEMS ALLOWED ON PAINTED SURFACES, this includes all woodwork around windows and fireplace mantle.**
7. Please provide your own thumb tacks or push pins and do not remove items from the tack boards pertaining to the lodge.
8. **Domestic animals are NOT** allowed in the lodge with the exception of service animals.
9. Picnic tables are to remain at the Pavilions, picnic table are provided in the back of the lodge.
10. **NO** open flames, for instance candles are not allowed. (Both inside the lodge and out, with the exception of outdoor grills)
11. If the FIRE SUPPRESSION SYSTEM over the stove is activated accidentally, the **permit holder is responsible for reimbursement of system recharge and cleanup at a cost of \$500.00.**
12. Counters and tables must be protected by a hard surface (cutting board/hot plate) when used for cutting or placing hot objects on them.
13. During heating season room temperature is controlled by thermostat regulation, not by opening windows, use contact numbers provided.
14. Please **DO NOT TURN OFF** refrigerator and **DO NOT ADJUST** temperature.
15. All parties must vacate the lodge **NO** later than **10:00PM - NO EXCEPTIONS**
16. It is the **responsibility** of the permit holder to secure windows and doors before leaving; **if unlatched a \$50 forfeiture of deposit will be assessed.**
17. Upon your departure, please make sure all floors including kitchen & bathrooms are swept & mopped as necessary; kitchen area cleaned, stove & oven turned off, and all trash from inside the lodge must be removed and bagged and placed in the toter located outside the east door. If the toter is full, please leave additional bagged trash outside next to the toter. Tables and chairs should be returned to their proper positions or rack, doors and windows locked securely. If the lodge is not left in satisfactory condition, the total deposit or a portion thereof will be forfeited. If any items supplied in the lodge are missing during the post use inspection, the renter will be held responsible for the replacement cost of those items.

PLEASE READ THIS PAGE AND SIGN THIS AGREEMENT, IF THERE ARE ANY QUESTIONS FEEL FREE TO ASK.

SIGNED: _____ PRINT NAME: _____ DATED: _____

CAUTION--- WHEN FIREPLACE IS ON, GLASS IS EXTREMELY HOT---CAUTION

Departure Checklist:

Oven/stove off _____ Floors swept _____ Tables washed _____ Tables/chairs put back _____

Kitchen cleaned (countertops, stove, microwave washed down, floor mopped) _____

Bathroom(s) cleaned (floors swept & mopped, counter(s) washed down) _____

Trash tied, bagged and put in the toter located outside east door. _____ (If toters are full, leave trash tied and bagged by toter).

Inside lights turned off including bathrooms _____ Doors and windows locked _____

Contact information for problems, and questions specific to the lodge, use the following numbers in order:

1. 585-329-5999
2. 315-576-6739
3. 315-576-5658
4. 585-857-2347

ALL EMERGENCIES FOR FIRE, MEDICAL, AND LAW ENFORCEMENT PLEASE CONTACT 911, an AED is provided on shelf behind the fireplace.

Door Combination: _____ just pull door to open, DO NOT attempt to TURN HANDLE!

Suggested Layout for clean-up

**Table w/6
chairs**

**Table w/6
chairs**

**Table w/6
chairs**

**Table w/6
chairs**

**Table w/6
chairs**

**Table w/6
chairs**

**Round
table w/8
chairs**

**Round
table w/8
chairs**

Fireplace