

Lawrence O. Proper Community
Center
Rules and Regulations

1. No event will be allowed to take place on the premises if it is for profit.
2. There is NO SMOKING allowed on Park Property.
3. There is NO ALCOHOL allowed on Park Property.
4. Children must be under adult supervision at all times.
5. When decorating for your party, please do not use tacks or tape on walls or ceiling. Please utilize the hooks that are provided in the ceiling.
6. Clean-up kitchen:
 - a. Wipe off counters and wash dishes if used.
 - b. All food will be removed from the refrigerator at end of party.
 - c. Make sure stove and coffee pots are cleaned and turned off.
 - d. Floors must be swept.
 - e. Any and all food brought in for event must be removed at the end of event.
7. Clean-up Main room:
 - a. Take out all garbage and put in dumpster outside in the parking lot.
 - b. Put back tables and chairs where you found them.
 - c. Floors must be swept.
8. The park is not responsible for anything left behind including any refrigerated items.
9. Turn off interior lights.
10. No animals are allowed in building.
11. A \$75 holding deposit is required at the **time of booking**. If for any reason you call to cancel within **7 days prior to event**, your deposit will be refunded. At the time of the Event, your holding deposit will transfer into a cleaning deposit. After the event, the building will be inspected by a commission member and if the above rules have been followed your cleaning deposit will be returned to you. If all the above rules are not complied with, the cleaning deposit will be forfeited.
12. Return key to lock box.
13. Thank you for your cooperation!

Donation for use of Building

Copake Residents: \$50.00	\$75 with use of kitchen
Non-Residents: \$100.00	\$125.00 with use of kitchen

Not for profit organizations: Donations accepted

****No cash or credit cards will be accepted. Checks for holding deposit will be made out to *Town of Copake*. Donations building use will be made out to *Town Of Copake* and is due at the day of event.**

Booking Agent: Ron Piper

(914)525-6373 if no answer please

call (518)329-0175

Park Bldg. Rules

Lawrence O. Proper Community Center Use Form

NAME OF EVENT: -----

DATE OF EVENT: _____

TIME OF EVENT: _____

CONTACTNAME UMBER: -----

NUMBER OF GUESTS: _____

Please sign for holding of building with \$75 deposit which will then transfer to cleaning deposit at time of event. Once event is held and all rules are met, the deposit will be returned. Non-compliance with any of the rules will result in forfeiture of deposit.

I have read and understand the above rules.

Signature _____

Date _____