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. Return key to lock box.
- 12. Thank you for your cooperation!

Donation for use of Building

Copake Residents: \$75.00 \$100.00 with use of kitchen

Non-Residents: \$125.00 \$150.00 with use of kitchen

Not for profit organizations: Donations accepted

**No credit cards will be accepted. Cash or Checks for use of building will be made out to <u>Town of Copake</u>. Donations for building use will be made out to <u>Town</u>
Of Copake and is due at the day of event.

Booking Agent: Bob Callahan

call (518)329-2823

Lawrence 0. Proper Community Center Use Form

NAME OF EVENT:
DATE OF EVENT:
TIME OF EVENT:
CONTACT NAME & NUMBER:
NUMBER OF GUESTS:
I have read and understand the above rules.
Signature
Data