



CHiliRECREATION
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Chili Community Center

Room

Reservations

Chili Community Center

3237 Chili Avenue
Rochester, NY 14624
(585) 889-4680

Chili Recreation Department

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www.TownofChili.org

Introduction

This packet contains the Room Reservation procedure and requirements for the Chili Community Center. Renters agree to accept and adhere to the policies contained in this packet, as well as additional policies of the Town of Chili and Chili Recreation.

Reservation Priority:

1. Chili Recreation programs & Town functions
2. Resident and Member Reservations
3. Non-Resident Reservations

Room Reservations will be completed through the Chili Recreation Department, whose offices can be found inside the Chili Community Center. Room Reservation Applications may be obtained at the reception desk in the main lobby or on the Town's website. Please note that Community Center rooms are available to rent only during the hours listed on the Reservation Application.

Reservation Requirements

1. Approval for use will be on a first-come, first-paid basis and depends upon space availability. Contact Chili Recreation for more information.
2. Groups may schedule standing reservations for a period not to exceed a calendar year. Those wishing to make such reservations must make payment for the entire reservation term at the time the reservation is made. No refunds will be issued for unused or cancelled dates.
3. Room Reservation requests must be made by the individual or group representative responsible for the reservation. **Payment and deposit must be made by the individual filing the request.**, and any changes requested after initial booking must come directly from the responsible party.
4. Renters may be required to provide general liability insurance. This must be supplied to the Recreation Department prior to the rental and must list the Town of Chili as Additional Insured.
5. Renters may be required to submit written details of their organization, nature of event, number of guests expected, and special needs or requirements. **Chili Recreation reserves the right to deny any activity or event deemed inappropriate for the Community Center.**
6. Renters must be 21 years of age or older.
7. No alcohol or smoking is allowed.
8. Additional rental rules may apply, see Reservation Application for more information.



Reservation Process

1. The individual or group representative fills out a Room Reservation form.
2. The request is reviewed by the Recreation Department, and is approved or denied.
3. Following notice of approval by Chili Recreation, the group has 3 working days to complete payment and leave security deposit, or the request will automatically be cancelled and the date may be rented to another group.
4. The group representative may be required to meet with Recreation Staff to see the room and review the rental policies.
5. The reservation will be confirmed after required items, including insurance (if applicable), have been provided to the Recreation Department.
6. On the day of the rental, the group representative will be given access to the room.

Security Deposits & Damage

1. A \$100 Security Deposit (check made payable to the Town of Chili) will be required for room rentals. The Security Deposit will be returned to the renter pending no damage has been done to the room.
2. Group Representatives should inspect their rented room prior to the event and report any noticeable damage to the Front Desk.
3. Additional fees will be assessed in the following situations, or as deemed necessary by the Recreation Director:
 - Broken furniture or equipment
 - Stains on walls or floors/carpets
 - Evidence of alcohol/smoking
 - Defacement of the interior or exterior of the building
 - Damage created by improper use of equipment or non-compliance of facility rules
 - Disturbance created for other groups/users (children running/loud music, etc.)
 - Police called for emergency/disturbance
3. Damage fees are based on replacement or repair costs incurred, and may exceed deposit amount. The Town of Chili may take legal action to recover these costs.
4. A post-function walkthrough will be required. Community Center staff will inspect the room immediately following the event with the group representative. Any damages will be noted and reported to the Recreation Director.
5. Pending there was no damage or missing items, the Security Deposit will be returned (during normal Recreation Office hours). If damages were noted, the group representative will be contacted by the Recreation Director who will advise on the course of action that will be taken.
6. Security Cameras are in use throughout the building and video will be reviewed if necessary.



Food, Beverage & Catering

Food service, supplies, condiments, etc. are not provided by the Chili Community Center. The serving of food must be authorized prior to permit being issued. On-site caterers will be required to submit a Certificate of Insurance naming the Town of Chili as Additional Insured. This must be submitted prior to the event.

Cancellation/Changes

Facility rentals are generally non-refundable. If the cancellation was initiated by the Town for any reason, you will receive a full refund. In cases where the cancellation was made due to a medical emergency or certain hardship condition, or if the Town is able to rebook the facility for the same date, a refund may be made. Requests for facility refunds must be made in writing. The requestor may receive a full or prorated refund based on a case by case review by the Recreation Director.

Changes in the number of people expected at an event should be communicated to the Recreation Department in a timely fashion. Note that increases in attendance which require a larger room will only be accommodated based on availability and is not guaranteed. Additional fees may apply. Renters must adhere to the capacity posted in the room.

Fire Regulations

The renter must comply with building codes set forth by Federal, State and local government, including maximum room occupancy. There must be no obstruction of fire safety equipment, fire pull boxes, or entrances and exit within the Community Center. Open fire, flames, sternos, candles, lit cigars, cigarettes, pipes, or matches are prohibited. In case of fire and/or fire alarm, all occupants must immediately exit the building.

Animals

Animals are not permitted in the Chili Community Center except for service animals for patrons with disabilities. Emotional support animals are not recognized by the Americans with Disabilities Act as service animals, and therefore are not recognized as such by the Town of Chili.



First Aid/Injuries

If injury of any severity occurs, the permit holder is required to notify the Recreation Department/Community Center staff immediately. An Incident Report must be completed by an adult representative from the group.

Gratuities

Town of Chili policy prohibits any Town employee from accepting gifts, gratuities, complimentary items, or other favors from groups using the facility.

Non-Resident Groups

Non-Resident Groups are defined as those groups or organizations whose membership or participation are comprised of less than 75% of Chili residents. Verification must be provided prior to making a reservation.

Misc. Items (i.e. entertainment, inflatables)

Outside entertainers not limited to bands, soloists, clowns, magicians, animal shows are at the discretion of the Town and must be approved by the Recreation Director.

Other apparatus, not limited to Bounce houses, inflatable apparatus, rock climbing, etc. are at the discretion of the Town and must be approved by the Recreation Director. Insurance may be required.

Facility Technology

Rooms available for rent are equipped with Bluetooth speakers as well as a Microphone hookup. Staff can assist with basic set up of the sound equipment.

Rooms for rent are also equipped with TV monitors. These can be used for slide shows, but require the renter to bring their own HDMI cord, and laptop. The technology in the rooms is not always reliable with different laptops: we recommend bringing in the laptop and cord you plan to use at least a week before your rental, so you can test it out (please call ahead to make sure the room is open for a test). Keep in mind that the staff on site are not available to provide tech help the day of your event, as they have other responsibilities around the building during their shift.



Room Reservation Fees

Room/Capacity	Pricing	Set Up	Room Features
Banquet Room (Room 118) Up to 150 people seated	Resident- \$85/hour Non-Resident- \$125/hour Additional Fee- \$75 surcharge for events with 75 people or more	Choice of : Event Setup : Max 25 rounds 4 rectangles Meeting Setup: Max 150 chairs 4 rectangles	60 inch Rounds 6 chairs per table 72 x 30 inch rectangles Bluetooth, TV monitors, projector/screen, sink
Community Room 1 (Room 211) Up to 32 people seated	Resident- \$25/hour Non-Resident- \$40/hour	8 rectangular tables 32 chairs *Room setup as is	72 x 30 inch rectangles 4 chairs per table Bluetooth, TV monitors, sink
Community Room 2 (Room 212) Up to 32 people seated	Resident- \$25/hour Non-Resident- \$40/hour	8 rectangular tables 32 chairs *Room setup as is	72 x 30 inch rectangles 4 chairs per table Bluetooth, TV monitors, sink
Community Room 3 (Room 213) Up to 60 people seated	Resident- \$50/hour Non-Resident- \$75/hour	Choice of : Event Setup: Max 10 rounds 3 rectangles Meeting Setup: Max 60 Chairs 3 rectangles	60 inch rounds 6 chairs per table 72 x 30 inch rectangles Bluetooth, TV monitors, sink
Meeting Room 1 (Room 215) Up to 12 people seated	Resident- \$10/hour Non-Resident- \$15/hour	1 large boardroom style table 12 chairs *Room setup as is	Table White board, TV monitor
Meeting Room 2 (Room 216) Up to 12 people seated	Resident- \$10/hour Non-Resident- \$15/hour	1 large boardroom style table 12 chairs *Room setup as is	Table White board, TV monitor

Add-Ons Available:

-Microphone/PA System (not available in all rooms)
 -Podium

-Easel
 -American flag



Room Reservation Form

See Rental Hours below. Not Available on Town Holidays or when Community Center is closed.

Name _____

Phone _____ Email _____

Address _____

Description of Event _____

Date _____ Day _____ Event Times _____

Anticipated Attendance _____ Room Requested _____

Room Setup (Banquet and Community Room 3 only) Event Style Meeting Style (Chairs Only)

Check Box if Requested: Podium American Flag Easel (no paper) Microphone

Will food be served? _____ Name of Caterer (if applicable) _____

*Please note that food may be heated with electric warmers only. Sterno is not permitted

Please read and sign the next page. *Application will not be accepted without signature.*

NOTE: This is a request and is not guaranteed. Approved dates/times will be on receipt once issued.

Rentals must be closed invitation and cannot exceed stated maximum attendance.

Open ended/publicly advertised events will not be approved.

Community Center Rental Hours September-May	Community Center Rental Hours June-August
Mon-Sat, 9:00 am-8:00 pm Sun, 10:00 am-4:00 pm	Mon-Thu, 9:00 am-8:00 pm Fri, 9:00 am-4:00 pm Sat, 9:00 am-4:00 pm Sun, CLOSED

Office Use Only _____ Staff Received by: _____

_____ Date Received: _____

_____ Account Verified: _____

Facility Rules

1. You may NOT use tape, tacks, or any adhesive on walls, windows, curtains, blinds, floors or woodwork. Confetti, glitter, and pinatas may NOT be used in the Community Center.
2. Alcohol is not permitted on Town property. The Chili Community Center is a non-smoking facility.
3. Your rental gives you access to the room paid for and rented ONLY. Decorations may not be placed in hallways.
4. All rooms must be left in the manner in which they were found. Additional fees may be applied for rooms not left clean, or for damages done to the room or equipment.
5. Children must be supervised by an adult at all times.
6. Sterno, candles, or open flames of any kind are NOT permitted. Please plan to heat food using electric warmer, crockpot, or hot plate.

Important Information

1. Your rental includes tables and chairs. All tables must be covered during event when serving food and beverages.
2. Rooms will be available only for the paid rental window. Access will begin with paid time, and **check out must be completed by the end of the paid rental window.** Failure to do so may result in additional charges.
3. Trash receptacles are available in the Community Center. Extra liners may be requested at the Front Desk.
4. **Payment and security deposit MUST BE paid by the person submitting the room request.** Any requests for changes must come directly from the responsible party.
5. Rental is not confirmed until all fees have been paid, documents have been supplied, and a receipt has been issued by the Recreation Department.
6. Security cameras are in use throughout the building and recorded video may be reviewed if necessary.

By signing below you understand that you are agreeing to the above rules, in addition to other Chili Community Center rules. Furthermore, you understand that you will be held responsible for any damage resulting from the use of the facility.

Signature _____ Date _____