

TOWN OF PEMBROKE

1145 MAIN ROAD

CORFU, NEW YORK 14036

(585) 599-4892 fax (585) 762-8233

TDD/TYY 1-800-662-1220

PLEASE KEEP THIS PAGE

PLEASE adhere to this "Use policy". Detach for your records.

PEMBROKE COMMUNITY CENTER USE POLICY

- Shall be available for use by Town of Pembroke non-profit organizations for regular scheduled meetings. Monthly-weekend continuous use can only be scheduled three (3) months in advance in order to give everyone who wishes an opportunity for use.
- The center is available to Town residents for use of private functions, parties, showers, funeral dinners, receptions etc. for a fee of \$100.00. A fee for out of town residents is \$200.00.
- If used as a fundraiser by any organization, a fee of \$100.00 will be charged. This fee is refundable if after use inspection requires no cleanup at the Town's expense.
- No Alcoholic beverages shall be sold or served at fund raising activities. When alcohol is served at private functions all laws and rules and regulations of the New York State ABC (Alcohol Beverage Control) Board shall be observed.
- **Any organization using the center shall be responsible for clean up after using it.** This includes removal of garbage to dumpster in back of building, sweeping and mopping floors (if needed), Wiping down tables/chairs (if needed), wiping out sinks if used.
- The Town does not supply any plates, dishes or utensils.
- Any organization using the center shall be responsible for setting up and taking down tables and chairs.
- This is a carry in/carry out facility. No food items are to be left in the building. This includes food left in the refrigerator. NOTHING is to be left in the refrigerator.
- Nothing is to be hung on the walls.
- There is a \$25 deposit for the key, which is refundable when the key is returned to the Town Hall. Only one key will be issued to any organization. The key CANNOT be duplicated. The key can be picked up and is to be returned at the Town Hall, the first business day after use.
- Tables, chairs and other property belonging to the Town of Pembroke are not to leave the community building.
- Adult supervision is required for activities involving minors.

"This Institution is an equal opportunity provider and employer"