

**CITY OF CORTLAND YOUTH BUREAU
35 PORT WATSON STREET
CORTLAND, NY 13045
(607) 753-3021
CORTLAND YOUTH CENTER RENTAL REQUEST**

AVAILABILITY

Monday - Friday: limited availability call to inquire
Saturday: 9:00am - 5:00pm
Sunday: 9:00am - 9:00pm

*No rentals shall be permitted after 11:00pm on any day for any reason.

Youth Center rentals are subject to availability of staff. After completing a rental request form we will work to secure staffing. **Only after you have paid and received word that staff is available is your rental secured.** A Youth Bureau staff member must be present at all times during any rental, however, *renters are required to and are responsible for, providing their own supervision of participants.*

FEE

Rental Rates

\$60 minimum fee - Covers the first 2 ½ hours
\$25 per hour for every hour after the first 2 ½

Refundable Deposit

\$25

All fees, including the \$25 deposit, are due at least 3 days prior to your reservation.

*****IMPORTANT*****

(Read Carefully) The following are guidelines for renting the Cortland Youth Center. Failure to follow these guidelines may result in a loss of your \$25 deposit; persons making reservations will still be responsible for any and all damages to the facility used. Therefore, persons reserving the facility must be 21 years of age or older.

- Youth Bureau staff will be present at all times during your rental. Please feel free to utilize their assistance with basics such as changing cds, setting up ping pong, use of the ice machine, etc. Youth Bureau staff is **NOT** responsible for supervising participants of your event/party. **You are required to provide adequate adult supervision for any event/party involving minors.**
- Any special needs for your event/party such as the use of a microphone, having a DJ set up, etc. need to be requested at the time of your reservation. *Please note there is room for special requests/needs to be noted on the reverse side of this form.
- Food is allowed in the facility. Clean-up is your responsibility. Please dispose of your garbage properly and leave the facility at least as clean as you found it.
- Helium balloons are not allowed as they frequently break loose and get caught in the ceiling fans, burning out the motors. All other balloons and decorations are welcome. Please dispose of your decorations properly and *remember your rental time includes set-up and clean-up. Youth Bureau staff are **not** responsible for clean-up.*
- No Alcoholic beverages are allowed in the Cortland Youth Center or on the property.

ORGANIZATION(if any): _____

ACTIVITY DESCRIPTION: _____

On (DATE:) _____ Youth Bureau staff will open the Youth Center for you at (START TIME:) _____ and will close the Youth Center promptly at (END TIME:) _____. Any extension past your end time could result in the loss of your \$25 deposit and additional fees.

APPROXIMATE # OF PEOPLE _____ REQUEST TAKEN BY _____ DATE _____

RESERVATION MADE BY _____ PHONE _____

ADDRESS _____

SIGNATURE OF PERSON RESPONSIBLE FOR RESERVATION

Please sign this form and retain a copy as your proof of reservation. This form shows you are the person in charge of the facility at the date and hours prescribed above. You are exclusively permitted use of the above noted facility on the date and hours prescribed.

John Mc Nerney
Director

CODE Amount + Key 11

PLEASE NOTE THAT FEES FOR USE OF FACILITIES ARE NON-REFUNDABLE IF CANCELLED LESS THAN 24 HOURS IN ADVANCE

Amount Paid: _____ Date Paid: _____ Taken By: _____

