



# Perinton Recreation and Parks Department

1350 Turk Hill Road | Fairport, NY | 14450

## Perinton Community Center - Gymnasium/Aerobics Room Reservation Form

Contact Person: Jeff Ackerman, Recreation Supervisor - jackerman@perinton.org, (585) 223-5050

Building Hours: Monday-Friday - 6:00AM-10:00PM | Saturday - 7:00AM-10:00PM | Sunday - 9:00AM-6:00PM

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Driver License #: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ # of Participants: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_  Half Gym  Full Gym

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*(Time includes set-up and take down time.)*

**NOTE:** Dates and times that are written on this form are requests only, not the confirmed dates/times. Please refer to your receipt for actual start and end times. No reservation is confirmed until a signed form and receipt has been issued by the Perinton Recreation and Parks Office.

Corridor Use?:  No  Yes, Describe: \_\_\_\_\_

Room Set-Up: \_\_\_\_\_ *(See attached sheet for options. Please supply diagram if different set-up requested.)*

Equipment Requested:  Tables #: \_\_\_\_\_  Chairs #: \_\_\_\_\_  Score Clock\*

*\* = Available only with written approval.*

Form of Payment:  CASH  CHECK *(\$20.00 fee for returned checks.)*  CREDIT CARD

Card Type:  MASTER CARD  VISA  DISCOVER

Name as it appears on card: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Total Amount Paid: \_\_\_\_\_ Signed: \_\_\_\_\_

Half Gym or Aerobics Room: \$40.00 per hour

Full Gym: \$60.00 per hour

**There is no food or drink allowed in the gymnasium. The reserving group is responsible for enforcing this policy.**

**Please read and sign back of form.**

**Please read carefully and sign:**

- Perinton Community Center will provide tables and chairs as available when requested. These will be set up in your room when you arrive at your scheduled time.
- The gymnasium will be available only at the time requested as set up time.
- Protective coverings must be used on all tables for events involving food, arts/crafts and any other messy material. These are to be provided by the group renting the facility.
- No tape, tacks, etc. are to be used on walls, windows, curtains, blinds or woodwork. The use of confetti is prohibited. No decorations are to be tied, taped, wrapped or wired to ceiling.
- All areas must be left in the manner in which they were found. An additional maintenance fee will be assessed for rooms not left in a reasonable manner or for any damage done to the area or equipment in the area. This also applies to all other areas of the building that may have been used.
- Trash receptacles will be available. Extra liners may be requested at the front desk.
- The PCC staff will do normal sweeping and mopping. For large spills or debris, a broom or mop may be requested from the front desk.
- The gymnasium will be closed at the time indicated as departure time. Any extension of this time will result in an additional fee.
- All recyclable cans, bottles, etc. must be removed from the PCC.
- Perinton Community Center is a non-smoking facility.
- Alcoholic beverages are not allowed in the Perinton Community Center.
- Please be mindful of others using the building and keep noise at a respectful level.
- All applications must be received a minimum of five working days prior to the event. No reservation is confirmed until a signed form and receipt has been issued by the Perinton Recreation and Parks office.
- Any changes in set up must be made at least five working days prior to the event and all changes in time, set up, date, etc. will result in a \$10.00 processing fee.
- A \$10.00 processing fee per activity area, per date will be assessed to all cancellations. No refund requests will be honored less than ten working days prior to the event.
- All children must be supervised by adults at all times.
- Use of any of the other areas or programs in the facility will be subject to the rules and accompanying fees that govern these respective areas.

I have read and understand all the above points. I also understand that I will be held responsible for any damage resulting from the use of the facility.

\_\_\_\_\_ (Person Responsible)

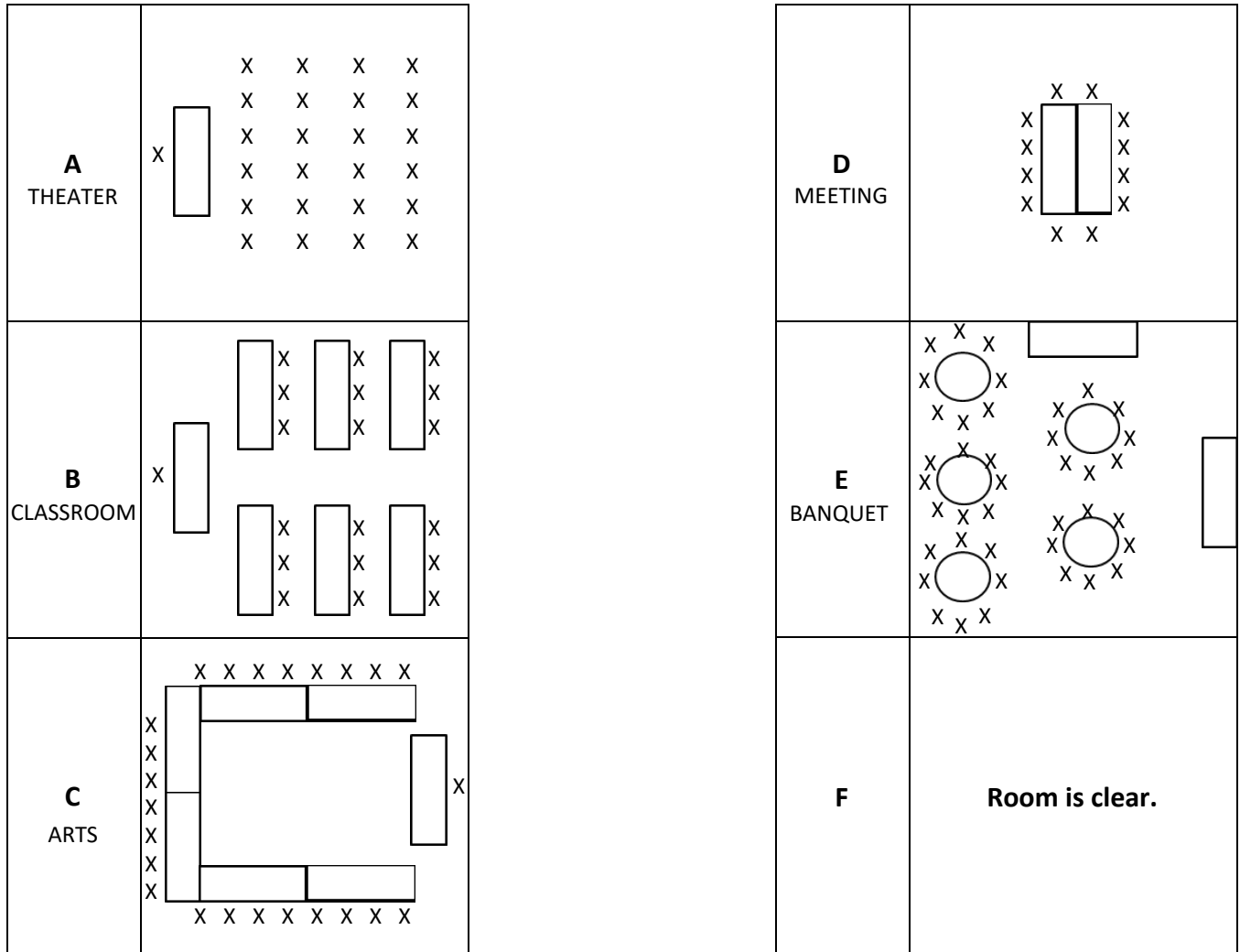


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Our standard rectangular tables measure 8' x 2.5' and our round tables are 5' in diameter. Round tables may be used in rooms 208 B and 204 A, B and C. All other rooms utilize rectangular tables in same configuration.

## ROOM SET-UP OPTIONS:



\* OTHER SET-UP OPTIONS AVAILABLE UPON REQUEST \*

## EQUIPMENT OPTIONS:

- TV-DVD/VCR
- SCREEN
- PODIUM
- FLIP CHART
- EXTENSION CORD
- CD PLAYER
- WHITEBOARD
- UTILITY CART
- LCD PROJECTOR - \$25

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## *Perinton Community Center*

### Room Capacities and Amenities

Room	Sq. Feet	Max Cap.	Banquet	Theater	Classroom	Sink/ Counter	Fridge	Microwave	Oven	Whiteboard	Sound System	Projection Screen
<b>204A</b>	1300	87	64	80	40	x						x
<b>204B</b>	1300	87	64	80	40	x					x	
<b>204ABC</b>	3900	261	200	240	120	x					x	
<b>2 sections</b>	2600	174	136	160	80	x					x	
<b>200</b>	385	26	16	20	n/a	x	x	x	x			
<b>209</b>	768	51	40	40	32	x				x		
<b>211</b>	400	27	24	25	24	x				x		
<b>212</b>	780	52	40	48	32	x				x		
<b>208A</b>	546	41	32	32	24	x	x		x	x		
<b>208B</b>	1281	85	64	85	40							x
<b>205</b>	656	48	32	40	24	x	x	x	x			
<b>Full Gym</b>	7700	520	n/a	n/a	n/a							
<b>Gym 1</b>	3850	260	n/a	n/a	n/a							
<b>Gym 2</b>	3850	260	n/a	n/a	n/a							
<b>Aerobics</b>	1768	118	n/a	n/a	n/a							
<b>Observation</b>			24	n/a	n/a	x						