

Village of Watkins Glen
Municipal Offices
303 N Franklin Street
Watkins Glen, New York 14891
Phone: (607) 535-2736
Fax: (607) 535-7621

POLICY FOR USE OF MUNICIPAL BUILDING BOARD ROOM

1. Scheduling:

Anyone wishing to use the Board Room within the Municipal Building must contact the Village Clerk's Office to determine the availability and to complete an application for use of the room. Reservations should be made as far in advance as is practical. Should a person/group/organization request several dates in advance and a problem arises before all of their dates have arrived, the Village Clerk will notify the contact person that they will not be allowed back in and no refunds of rental fees will be given.

2. Application:

Person(s), groups or organizations wishing to use the Board Room in the Municipal Building must file a written application in the Village Clerk's Office prior to the requested date of use. The Village reserves the right to approve or reject any application.

3. Fees:

The fee for the use for the Board Room in the Municipal Building shall be \$25 per day, payable in advance. This fee will be waived for non-profit organizations. Rooms will not be rented out during the Village's normal work hours of 7:00 am to 4:30 pm Mondays thru Fridays. No upstairs rooms will be rented out or available for use at anytime.

4. Rules:

The Village does not allow food to be brought into the Board Room. The Village expects that the Board Room will be left in at least the same condition it was found. The Village also expects that no damage will be done to any of the restrooms or other facilities within the Municipal Building.

I, _____, a member of _____ would like to request use of the municipal building on _____ from _____ am/pm to _____ am/pm. and agree to be responsible for any fees incurred and/or any damages done during the use of the premises.

Phone: _____

Address: _____
