

## **Rental & Usage Policies and Procedures for the Samuel E. Paul Recreation Center**

1. **Forms:** All applicants are required to submit a completed "Rental Agreement" (for renters) or "Facility User Permit" (for non-profit groups).
2. **Insurance:** All applicants must provide a "Certificate of Insurance\*." The Certificate of Insurance must be for a minimum liability limit of \$500,000 and include bodily injury and property damage. The certificate must name the Town of Troy as the "Certificate Holder". The certificate must be provided by the user before the use of the facility can be approved.  
**\*Certificates of insurance can usually be acquired through a homeowner's insurance company and can be an extension of a homeowner's or renter's insurance policy. Please contact your insurance company for more information.**
3. **Use Period:** The use period is not to extend beyond the time frame authorized by the permit. If the renter or the person in charge does not arrive at the pre-determined time and has not contacted the Town employee designated to open the building, the event will be canceled.
4. **Parking:** Parking is restricted to designated parking areas only. No vehicles are allowed on South Street. The parking lot entrance is to be kept free and clear.
5. **Inspection:** The person in charge of this event/activity agrees to meet with the TRD Director and/or Staff member for a "pre-rental walk-through" tour of the facility directly prior to use. All areas should be inspected before use, making sure that the area is free from hazards, and in working order. If a hazard exists the user/renter must report the hazard to the Troy Recreation Director immediately when discovered. No equipment can be removed from the facility without prior written approval.
6. **Set-up:** The users are fully responsible for their own set-up and clean-up for the event. All tables require at least 2 adults to set-up and move. At no time will it be allowed to put anything on the walls or woodwork in the building by any user - this includes the use of tape and thumb tacks.
7. **Alcohol:** No person, organization, or group shall bring alcoholic beverages, or drink alcoholic beverages at any time at the Recreation Center without prior authorization from the Director and a signed Alcohol Permit from the Town of Troy authorized by the Police Department.
8. **Open Flames:** Open flames are not permitted in the Recreation Center. This includes wax candles, oil burning candles, incense, aromatherapy burners, with the exception of ordinary birthday cake candles which must be under direct parent/adult supervision. These candles must be lit and immediately extinguished under supervision of the parent/adult.
9. **Smoking:** Smoking is not permitted in any portion of the Recreation Center, including the porch area.
10. **Police or Custodial Details:** The TRD Director, after discussion with proper officials, may require an applicant to hire one or more police officers or a custodian for the event. If this is required, the TRD Director will inform the applicant. It is the applicant's responsibility to contact the Troy Police Department to schedule a special police detail for your function. It will be your responsibility to pay all detail fees in addition to the rental fees.