

Village of Alfred
7 West University Street
Alfred, NY 14802
607-587-9188

REQUEST FOR USE OF THEATER SPACE/KITCHENETTE
(This form must be returned to the Village Clerk's office)

SPACE REQUIRED: THEATER KITCHENETTE BOTH

1) Date(s) space desired _____

2) Name of Organization, Group or Individual using space _____

Address of Organization, Group or Individual: _____

3) Purpose for Use: _____

4) Attendance Expected: Number of People _____, Approximate Ages _____

Entry Time

Departure Time

AM PM

AM PM

AM PM

AM PM

AM PM

AM PM

Person Responsible _____ Date _____

Phone _____ Address _____

Application: [APPROVED / DENIED]

Signature: _____ Date _____

Amount Paid: _____ (Fee) _____ (Deposit)

Reason for Denial _____

Additional Information: _____

Village of Alfred
7 West University Street, Alfred, NY 14802
607-587-9188

TERMS FOR USE OF THE THEATER SPACE/KITCHENETTE

1. The theater space is not available for profit-making uses by anyone, or for fundraising activities by private individuals or by groups not associated with and in service to the residents of the Village of Alfred.
2. Use of the theater space will be charged as follows:
 - Official public meetings or hearings held by the village board, planning board, board of appeals, or village's A.E. Crandall Fire Department: no fee, no deposit;
 - Alfred Village, Town or campus organization/group/individual holding the occasional public meeting or event involving no entry fee or fundraising activity: no fee, no deposit;
 - Alfred Village, Town or campus organization/group/individual sponsoring a no entry fee art exhibit: no fee, \$100 deposit;
 - Alfred Village, Town or campus organization/group/individual conducting a biweekly, weekly or more frequent activity (e.g. yoga, tai chi): \$75 fee per semester, no deposit;
 - Alfred Village, Town or campus organization/group/individual holding an entry fee or fundraising event:\$50.00 fee per event, deposit of \$100;
 - Private persons holding a family or personal event: \$100 fee for the first three hours and \$50 for each additional hour, \$100 deposit fee.
(A theater use committee consisting of a village board member, the village clerk-treasurer, and a member of Alfred Community Theater reserves the right to screen for appropriate use.)
3. User will be responsible for compensating the village for any damage to the theater or building space. Nothing can be affixed to any wall, ceiling or lighting fixture. Decorating issues need to be discussed with village representative prior to application approval.
4. This space is available until 10:00 p.m. in accordance with the local noise ordinance.
5. User will leave the theater space as clean after use as it was before use. All garbage will be properly disposed of.
6. The theater space will be cleaned and cleared within forty-eight hours of use.
7. The elevator from the side ground entrance to the theater floor is available to all users.
8. User will close and lock doors to theater space, kitchenette, elevator and main building entrance at all times of exit.
9. User agrees to minimize noise in the theater area during hours when the Village Clerk has regular office hours or when the meeting room on the first floor is being used.
10. There will be NO SMOKING in the building as this is a smoke free public building.
11. User understands that the police department may need to interrupt or suspend use of the theater space in the event of a concentrated police investigation, arraignment, or other similar unexpected circumstance.
12. The security deposit will be paid to the village clerk when keys to the space are picked up. If applicable the security deposit will be returned upon satisfactory inspection of the space. Any funds retained from security deposits, fees or donations will be retained in an account designated for the upkeep and maintenance of the village hall theater.

PLEASE NOTE: The balcony may not be occupied.

I agree to the terms listed above _____ Date _____