



TOWN OF IRONDEQUOIT, RECREATION  
154 PINEGROVE AVE., ROCHESTER, NY 14617  
585-336-6070 - 585-336-6084 FAX

## 2019 CAMP EASTMAN RENTAL APPLICATION

Facility: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Day of Week: \_\_\_\_\_ Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

**All facilities close promptly at 9:45pm**

Make-up of Group: Family Company Church School Civic Other: \_\_\_\_\_

If Group, Group Name: \_\_\_\_\_ Insurance received: \_\_\_\_\_  
(if necessary)

Number of people expected: \_\_\_\_\_ Alcohol: Yes No Band or DJ: Yes No

Balloons (\$35 fee): Yes No Food Truck (Health permit/Insurance Req'd): Yes No

Type of Event: \_\_\_\_\_

Name of Renter: \_\_\_\_\_

Address of Renter: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

The person whose name appears on this application hereby assumes liability for all damages done to shelter during the times listed above, its contents, grounds, equipment and supplies while occupying same and agree to identify the Town of Irondequoit for all said damages. Same person agrees to observe all rules, regulations and policies outlined in this agreement.

**SECURITY DEPOSIT:** A SECURITY DEPOSIT (**CHECK OR MONEY ORDER ONLY**) of \$50 is required **at least one week in advance**. Failure to provide required security deposit will result in your inability to use the facility. No security deposit will be accepted on the date of rental. The deposit will be returned to you long as the facility is left in good condition. Please see attached rules and regulations additional fees may be added for cleaning and/or repairs if needed. Town of Irondequoit staff will inspect each facility at the end of the evening and report any damages and/or additional charges that will need to be addressed.

**REFUND POLICY:** Refunds for facilities will be given only if notification is received twenty (20) calendar days in advance of event. A thirty-five dollar (\$35.00) processing fee will be assessed for all refund requests with written notification with 20 days prior notice. There will be NO REFUND for cancellations with less than twenty (20) days of the rental date.

**RETURN CHECK FEE:** A \$20 processing fee will be assessed for all checks returned to the Town for non-sufficient funds. Payable in by CASH ONLY at the Town Clerk's office at 1280 Titus Ave., Rochester NY 14617.

**ATTENTION:** Failure to leave the facility in good condition will result in additional charges per the attached fee schedule and possibly inability to use Camp Eastman facilities for future uses.

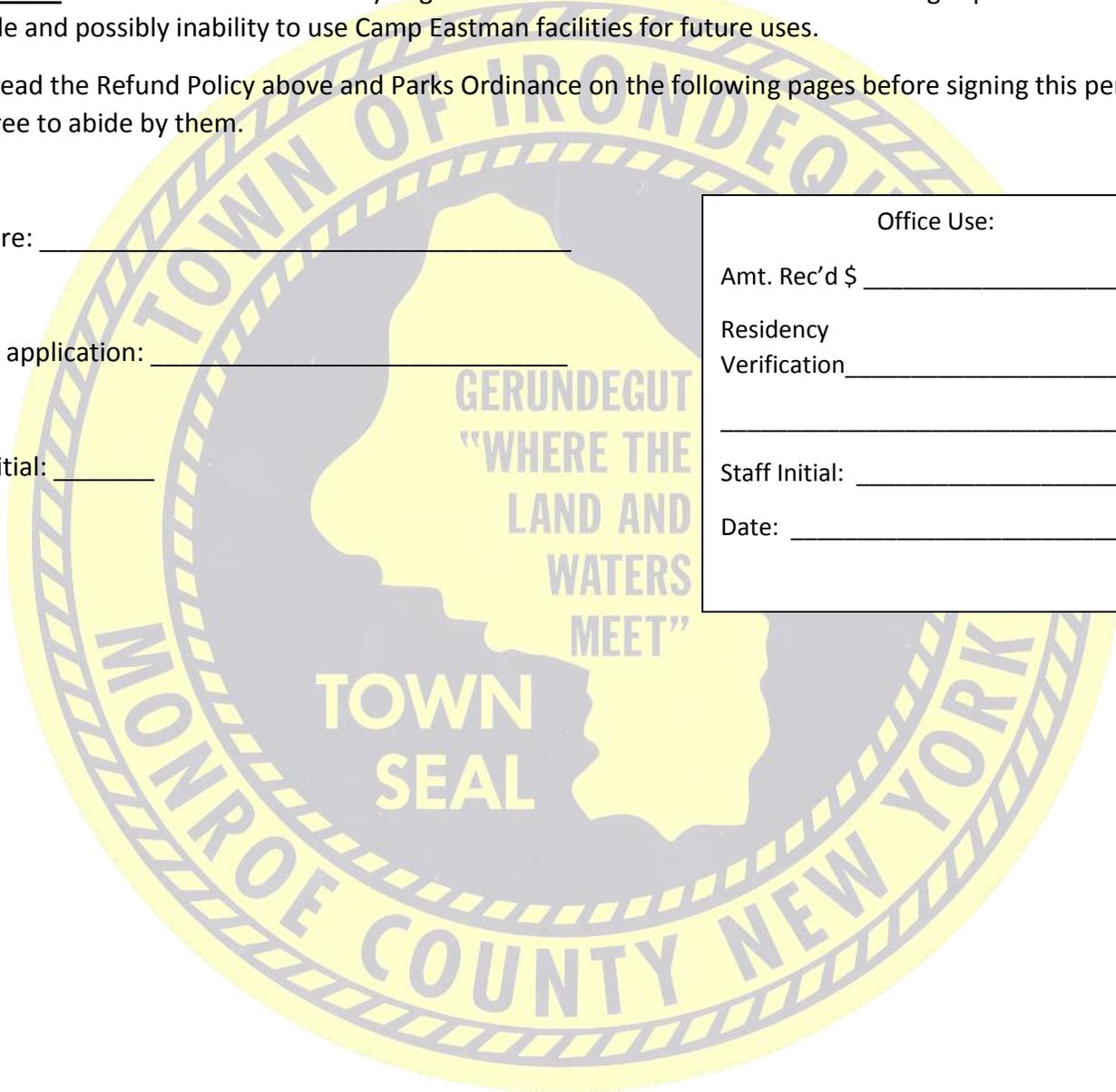
I have read the Refund Policy above and Parks Ordinance on the following pages before signing this permit and agree to abide by them.

Signature: \_\_\_\_\_

Date of application: \_\_\_\_\_

Staff initial: \_\_\_\_\_

|                        |       |
|------------------------|-------|
| Office Use:            |       |
| Amt. Rec'd \$          | _____ |
| Residency Verification | _____ |
| _____                  | _____ |
| Staff Initial:         | _____ |
| Date:                  | _____ |



## Town of Irondequoit Bureau of Recreation Rental Guidelines

This rental is subject to the following rules and regulations. Violation of any of these rules and regulations will result in immediate cancellation of the rental.

1. This rental application is not transferable and must be carried by the applicant when the facility is being used.
2. Applicant must be twenty-one (21) years of age or older to rent a facility rental and is responsible for those in attendance complying with minimum alcohol use law.
3. **Selling of alcoholic beverages in any Town facility is strictly prohibited.**
4. The Town of Irondequoit and staff reserves the right to determine to whom rental agreements are issued, to revoke said rental agreements, determine privileges for future rentals, and has complete jurisdiction over all town property.
5. Parks facilities open at 10:00am and close at 9:45pm sharp. Facilities must be vacated no later than 9:45pm. **Failure to vacate premises at 9:45pm will result in forfeiture of security deposit.**
6. The person named as renter on application should be on the premises at all times and is responsible for leaving the park and recreation facilities in a clean and orderly condition. A security deposit of \$50 via check or money order is required two weeks prior to the event. A reminder will be sent to the registered renter.
7. The use of this facility is for family, church, school, civic or company use and is not to be used for personal gain or ticketed events.
8. Any persons or organization intending to erect a tent or canopy shall not exceed 10ft by 10ft. No more than one tent is permitted. In event of additional tents, you will be asked to remove any and all additional tents and your security deposit will be forfeited.
9. Offensive conduct by anyone in your gathering is grounds for revocation of the rental agreement and forfeiture of your security deposit. IE: Obscene language, public intoxication or behavior of this nature as deemed by the caretaker/groundskeeper and law enforcement.
10. Vehicles are to be parked in designated parking areas and not permitted on any part of playgrounds or grassy area. Access road along the cabins is available for unloading and loading vehicles as well as dropping off guests requiring assistance in case of mobility issues. All vehicles are to be parked in areas as dedicated specifically for parking.
11. The deposit or portion thereof will be kept if the facility is not cleaned after your use:
  - a. The facility **must** be left in the state in which it is found.
  - b. All litter (trash garbage, including bathroom(s), etc. must be disposed of in the dumpsters located across from the parking lot.
  - c. All tables and chairs must be cleared of litter. Tabletops must be wiped down.
  - d. The floor must be swept and free of debris.
  - e. The kitchen area and restrooms must be free of matter brought in by the group and left clean. (Stove top and oven cleaned, refrigerator, sink, and strainers must be washed.)
  - f. Remove all decorations and tape and do not place balloons on outside park signs.

## Town of Irondequoit Bureau of Recreation Rental Guidelines con't.

12. The Town of Irondequoit will not be liable for any injuries or liabilities incurred by users of facility.
13. Renter is responsible for providing their own cooking utensils, oven mitts, pots and pans, sponges, towels, dish soap, trash bags and cleaning supplies. Use of UL listed power strips or extension cords is permitted.
14. You are responsible for arranging provided tables and chairs as you wish **inside** the building. No tables or chairs are permitted to be taken outside of the building.
15. All activities must be supervised in common or surrounding grounds.
16. Dogs or cats are permitted on the grounds if held in control by a leash. Domestic animals are **NOT PERMITTED** in the buildings per Irondequoit Town Code 164.6(f). Service animals permitted only with proper documentation.
17. Amplified sound is **NOT** to be heard outside of the facility.
18. Please note that the facilities are **NOT** air conditioned and the thermostat is set at 68 degrees in the Winter months.
19. Pyrotechnics of any kind are **NOT PERMITTED** on the grounds.
20. Balloons are not permitted in buildings except by permit only and must be removed from the facility by renter when gathering has ended. Balloons not paid for in advance or that remain in the facility at end of event will be subject to forfeiture of deposit.
21. Use of confetti, glitter and rice is strictly prohibited in all facilities and parks area.
22. Decorations shall be attached in ways that do not damage the walls, paint, flooring. All adhesive materials (ex: tape, "sticky tack") must be removed from walls, light fixtures, tables, chairs and glass including windows inside and out, cabinets, refrigerator, trim work, mirrors,) prior to leaving at the end of your event. **No staples, pins, nails, duct tape, of any kind is permitted to be used. Security deposit will be forfeited in the event these items are used.**
23. Children aged 12 and under must be supervised by a responsible adult using the splash pad and playground areas.
24. Open fires are not permitted in the park. **Firepits or the like of any kind are not permitted in the park.**
25. **Good condition** is described as good physical condition with tables wiped down and pushed the perimeter of the exterior walls, chairs folded and returned to the chair rack, all trash (including main cabin area and restroom) removed from facility and placed in dumpster, cabinets emptied, floor swept, tape removed from walls, fixtures, windows, doors and frames.
26. Signs are not permitted on Town property, with the exception of "Jack's Birthday Party Here" signs. These shall not be attached to park signs and must be removed after event. Signs not removed at end of event may incur additional fees.
27. Bounce houses/inflatables of any kind are prohibited.

## IN EVENT OF EMERGENCY, PLEASE CALL 911

In event of a non-emergency, please call 585-336-6090 and leave a message with the answering service.

# Camp Eastman Amenities

## **Kusak Lodge/Conference Center**

### **Enclosed Lodge features:**

Two Indoor Restrooms

Full Size Stove and Microwave

Refrigerator with freezer

10 Round/5 Oblong Tables/Seating for 70 guests in Kusak Lodge

17 Oblong Tables/Seating for 80 guests in Conference Center

Two Stationary Charcoal Grills

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## **Rotary/Veterans/Kiwanis Cabins**

### **Enclosed Lodge features:**

One Indoor Restroom

Full Size Stove and Microwave

Refrigerator with freezer

15 Oblong Tables/Seating for 60 guests

Two Stationary Charcoal Grills

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## **Park Area Amenities:**

Playground Area & Green Space for Activities

Splash Pad (Memorial Day to Labor Day)

Nature Trail & short walk to Lake Ontario

Outdoor Restroom Facility

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## **Amenities Not Provided:**

Table Covers & Serving Utensils

Cookware (Pots and Pans)

Dishwashing items including dish towels and soap

Coffee pot and accessories

Charcoal and grill accessories

Picture/Banner hanging materials

Cleaning products (spray, paper towels, etc.)



## 2019 Camp Eastman Facility Rental Rates

### Kusak Lodge and Wayne Spies Conference Center

| <u>Rental Time</u>   | <u>Day(s) of the Week</u> | <u>Resident Rate</u> | <u>Non-Resident Rate</u> |
|----------------------|---------------------------|----------------------|--------------------------|
| 10:00am-9:45pm       | Sunday-Saturday           | \$205 Full Day       | \$240 Full Day           |
| 9:00am-3:00pm        | Monday-Thursday           | \$175 Partial Day    | \$210 Partial Day        |
| 4:30pm-9:45pm        | Monday-Thursday           | \$155 Partial Day    | \$190 Partial Day        |
| 4:30pm-9:45pm        | Friday                    | \$180 Partial Day    | \$215 Partial Day        |
| <u>Holiday Rates</u> |                           | \$240 Per Day        | \$250 Per Day            |

Holidays include Memorial Day, Fourth of July, Labor Day, Columbus Day, and Thanksgiving Day.

**Black Out Dates:** Conference Center – Monday, August 26<sup>th</sup> through Sunday, September 29<sup>th</sup>  
Kusak Lodge – Tuesday, September 3<sup>rd</sup> through Monday, September 23<sup>rd</sup>

### Rotary, Veterans and Kiwanis Cabins

| <u>Rental Time</u>   | <u>Day(s) of the Week</u> | <u>Resident Rate</u> | <u>Non-Resident Rate</u> |
|----------------------|---------------------------|----------------------|--------------------------|
| 10:00am-9:45pm       | Sunday-Saturday           | \$185 Full Day       | \$220 Full Day           |
| 9:00am-3:00pm        | Monday-Thursday           | \$155 Partial Day    | \$190 Partial Day        |
| 4:30pm-9:45pm        | Monday-Thursday           | \$135 Partial Day    | \$170 Partial Day        |
| 4:30pm-9:45pm        | Friday                    | \$160 Partial Day    | \$195 Partial Day        |
| <u>Holiday Rates</u> |                           | \$240 Per Day        | \$250 Per Day            |

Holidays include Memorial Day, Fourth of July, Labor Day, Columbus Day, and Thanksgiving Day.

**Black Out Dates:** Tuesday, September 3<sup>rd</sup> through Monday, September 23<sup>rd</sup>

#### **Please Note:**

Camp Eastman is closed Good Friday, Easter Sunday, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Camp Eastman is open all other Town Holidays

Security deposit is required at least one week prior to rental date. Failure to remit security deposit will result in cancellation of reservation and the facility remained locked.

Splash Pad is open to the public starting Memorial Day through Labor Day, weather dependent.

## **ITEMS YOU MAY WANT TO BRING WITH YOU...**

1. Extra trash bags. We will provide you with some trash bags, however, we recommend renters bringing extra.
2. Serving utensils.
3. Coffee pot and all accessories
4. Dishwashing items including dish soap, sponges, dish towels, etc.
5. Table coverings: Five-foot oblong for Conference Center and Cabins. The Kusak Lodge uses five-foot round coverings along with five-foot oblongs for serving tables.
6. UL listed power strips and/or extension cord(s).
7. Having a child's birthday party? Consider purchasing a plastic table cloth or tarp to place on the floor under the chair or highchair when serving cake. You can simply wrap it up and toss it in the dumpster that is located across from the parking lot.
8. Painters tape to display photos or signs, etc. Be mindful of "sticky tack" style adhesives as they may remove paint from the walls or leave stains on the paint.
9. Charcoal, lighter fluid (etc.) for grill. You will be responsible for proper disposal of hot ashes.

