



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

CAMP EASTMAN RENTAL APPLICATION

Name of Renter: _____

Address of Renter: _____

E-Mail Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Emergency Phone: _____

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

Organization Name (if applicable): _____

Facility: _____ Today's Date: _____

Desired Rental Date: _____ Time (Circle One): 10:00am – 9:45pm or 4:30pm – 9:45pm

All facilities close promptly at 9:45pm

Type of Event: _____

Number of people expected: _____

Band or DJ: Yes No

(Music may not be amplified outside of facility)

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

(Renter to provide balloons)

The person whose name appears on this application hereby assumes liability for all damages done to building during the times listed above, its contents, grounds, equipment and supplies while occupying same and agree to indemnify 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 written 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. 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 possible inability to use Camp Eastman facilities for future uses.

I have read the Refund Policy above and Rental Guidelines 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 - Department 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. 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. The deposit or portion thereof will be kept if the facility is not cleaned after your use. The facility **must** be left in **good condition**:
 - a. All garbage, including bathroom(s), etc. must be disposed of in the dumpsters located across from the parking lot.
 - b. All tables and chairs must be cleared of litter. Tabletops must be wiped down and pushed to the perimeter of the exterior walls. Chairs must be folded and returned to the chair rack.
 - c. The floor must be swept and free of debris.
 - d. The kitchen area and restrooms must be free of matter brought in by the group and left clean. (Stove top, oven wiped down, refrigerator, and sink)
 - e. Remove all decorations and tape.
 - f. 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.
2. 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.
3. 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. **Selling of alcoholic beverages in any Town facility is strictly prohibited.**
4. The Town of Irondequoit 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. When using a tent or canopy it 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.
7. Bounce houses/inflatables of any kind are **prohibited**.
8. Open fires are not permitted in the park. **Firepits or the like of any kind are not permitted in the park.**
9. Pyrotechnics of any kind are **NOT PERMITTED** on the grounds.



Town of Irondequoit - Department of Recreation Rental Guidelines con't.

10. 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.
11. 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 only 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.
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, extra trash bags and cleaning supplies.
14. Renter is responsible for arranging provided tables and chairs as they 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. Children aged 12 and under must be supervised by a responsible adult while using the splash pad and playground areas.
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. 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.**
20. Use of confetti, glitter and rice is strictly prohibited in all facilities and parks area.
21. 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.**

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

17 Oblong Tables/Seating for 70 guests in Kusak Lodge

17 Oblong Tables/Seating for 80 guests in Conference Center

Two Stationary Charcoal Grills

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



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

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.)





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585-336-6070 - 585-336-6084 FAX

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
	(Starting for 2021 rentals)	\$250 Per Day	\$285 Per Day

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

2020 Black Out Dates: Conference Center – Monday, August 31st through Monday, September 28th
 Kusak Lodge – Tuesday, September 8th through Monday, September 28th

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
	(Starting for 2021 rentals)	\$240 Per Day	\$275 Per Day

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

2020 Black Out Dates: Tuesday, September 8th through Monday, September 28th

Please Note:

Camp Eastman is closed Good Friday, Easter Sunday, Thanksgiving Eve, 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.