



**TOWN OF HAMLIN  
APPLICATION FOR USE OF HAMLIN TOWN HALL GYM  
Hamlin Recreation, 1658 Lake Road Hamlin, NY 14464  
(585)964-7222**

Name of Organization or Individual \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Supervisor in charge: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Total Participants Expected: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Is material or equipment required from The Town of Hamlin? Yes \_\_\_\_\_ No \_\_\_\_\_

If needed, state what types and for what purpose: \_\_\_\_\_

\_\_\_\_\_  
*\*Costs to repair/replace equipment/materials damaged during use by this group/individual will be the responsibility of the undersigned.*

**RENTAL FEES**

Gym use fees are \$10.00 per hour with an additional \$50.00 separate security deposit and must be paid in full prior to the event date. Dates are not guaranteed until gym rental fee and deposit is received. The security deposit will be refunded within 30 days provided there is no damage or clean up required. Cancellations must be made Ten Business Days prior to the scheduled event to receive a refund. A 25% processing fee will be deducted on all refunds.

**GYM USE**

The facility clean-up is the responsibility of the renter. There is a garbage take-in, take-out policy. Tables and chairs must be put away, and floors swept/vacuumed upon completion of event. **\*Please Note – Gymnastic mats, equipment and cabinets are not to be used without prior approval from the Recreation office**

**AGREEMENT**

The undersigned is over 21 years of age and has read this form. He/she agrees to pay repair or replacement costs for any equipment/materials that are damaged by this organization/individual or its participants. He/she agrees to pay the rental fee and deposit and will abide by the clean-up requirement stated above. He/she agrees to be responsible to The Town of Hamlin for the use and care of the facilities. He/she, on behalf of \_\_\_\_\_ does hereby covenant and agree to defend, indemnify and hold harmless The Town of Hamlin from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of The Town of Hamlin's property, facilities and/or services by \_\_\_\_\_. "Hold Harmless Agreement" or a Certificate of Insurance must be included with this form.

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Signature Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_