



**Town of Ulster**  
**1 Town Hall Drive**  
**Lake Katrine, NY 12449**  
**845-382-2455**  
**www.townofulster.ny.gov**

**APPLICATION FOR USE OF THE TOWN OF ULSTER SENIOR CENTER**

**Fees:**

Fees apply to:

- All weekend events
- Evening events

**RESIDENTS: \$50.00**

**NON-RESIDENTS: \$150.00**

\$200.00 cash or check security deposit made out to the Town of Ulster

**Weekends are reserved for paid rentals**

**Seniors that reside in the Town of Ulster have priority to the weekday schedule**

The Town of Ulster assumes no responsibility for personal property brought into the building.

Applicants Name: \_\_\_\_\_

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

Applicant's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Exact Time of Event: \_\_\_\_\_

Anticipated Attendance (maximum capacity-99 people): \_\_\_\_\_

Security Deposit: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Returned \_\_\_\_\_ Destroyed \_\_\_\_\_

Rental Fee: Cash \_\_\_\_\_ Check # \_\_\_\_\_ Charge \_\_\_\_\_

**ALCOHOL IS NOT PERMITTED ON TOWN OF ULSTER PROPERTY**

**Security Deposit will be returned or destroyed after compliance of checklist and when the Senior Center is inspected by Town personnel. Cost of repairs for damage to Town property will be deducted from the deposit, and the remainder to be charged to the applicant or organization.**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Authorized By: \_\_\_\_\_

## TOWN OF ULSTER SENIOR CENTER RULES

1. **Key for Entry:** If you are renting the Senior Center when the Town Hall is not open, you must go to the Ulster Police Department to obtain the key for entry. Once rental is complete, return the key to the Police Department. The Town of Ulster Police reserves the right to hold your ID until key is returned. *The building key also opens the utility closet.*
2. **Smoking** is strictly prohibited on Town of Ulster property. No smoking inside or outside of the building.
3. **Alcohol** is not permitted in or around the building.
4. **Open flames** are not permitted inside the Senior Center. The ONLY exceptions are candles on a cake and sterno devices to keep food warm.
5. **Decorations:** Only freestanding decorations allowed. You may decorate windows or doors using scotch tape. Balloons must be tied and absolutely nothing is to be attached to the walls or ceiling.
6. **Appliances** may be used; however, all food must be removed from the refrigerator/ cabinets to prevent spoilage and to allow space/availability to the next user. The Town of Ulster is not responsible for food or drinks that are delivered before a scheduled activity or left after.
7. **Service Animals** (as defined by federal and state law) may enter the Senior Center but must always be under supervision of their companion or owner. Animals may not be left unattended outside the Senior Center.
8. **Wireless internet** is available for all patrons. Equipment assigned to the Senior Center shall remain on the premises. Please contact us for the username and password if needed.
9. **Please turn AC/heat up or down accordingly. During the winter season, set to 65 when leaving. For the summer season, set to 75 when leaving. Make sure bathroom doors are open when you leave facility.**
10. **Any problems** with facility operations, programming or with any other matter or person may be addressed with the Town Clerk's Office.
11. **All users** of the Senior Center shall be expected to share in the responsibility for its proper use. Please treat this center with respect.
12. **Applicant/organization is responsible for cleanup** of the kitchen if used, as well as the removal of decorations. If the facility is not cleaned, the responsible party will be notified, and the amount will be deducted from the renter's security deposit. Any other charges will be billed to the renter.
13. **TRASH REMOVAL AND TABLES: Please remove all trash and bring to dumpsters on opposite end of the parking lot. Please put tables and chairs back in order.**

Signature of Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_ Town Clerk's Office: \_\_\_\_\_