

Town of Woodhull

1585 Academy Street

Woodhull, NY 14898

(607) 458-5178 Ext #1

Woodhullclerk@gmail.com

Town Supervisor:
Scott E. Grant

Town Council:
Jeff Vance

Bryan Conklin

Doug O'Brian

Chase Reed

Town Clerk:

Crystal Myers/Kristy Flint

BUILDING USAGE RULES

1. By authorization of the Woodhull Town Board, the Town Custodian and Town Groundskeeper are responsible for the daily operations of the Town Hall and grounds. Scheduling of the gym, meeting rooms, and pavilion are done through the **Town Clerk's Office ONLY**. Those who have reserved space via the Scheduling Calendar will be served first. Unreserved opportunities may happen, but those are by chance and in "first come, first served" fashion.
2. **No one is permitted in the gym after 10:00 PM without prior permission.**
3. **No ball playing in the hallways.**
4. **Leave the basket height where you found it.**
5. **Return heat setting to where it was when you found it.** Consult with Groundskeeper, Custodian, or Council member for adjusting heat setting prior to event. Depending on the season, it may take several hours or overnight for the room to acclimate.
6. **Keep tables and chairs from contact with gym walls. Keep balls from striking gym walls.**
7. **No profanity.** Keep noise level to a moderate minimum during normal business hours and while meetings are being conducted elsewhere within the building.
8. Official Town business, MacDonald Health Clinic, and other organizations that reside at the Town Hall will get preferential treatment for the usage of the building. **Please be courteous toward others who are also using the facility—inside and outside.**
9. **Competent Adult Supervision is required during all functions, including during setup and teardown.** Competent Adult Supervision is defined for this purpose as one or more Woodhull residents 21 and over. Children found unsupervised in the hallway and/or foyers will be returned to their families with a warning. Unsupervised teens and supervised adults who have been warned once already will be asked to leave or ask those not obeying these rules to leave.
10. **The Town Clerk or Groundskeeper issues keys for entry to one responsible party.** That individual will return the keys immediately after the event, or at a time and place as agreed upon by the Town Clerk or Groundskeeper.
11. All vehicles are to be parked in the parking lot. **No vehicles on the lawn or field.**
12. **No Smoking indoors or on the playground or athletic fields.**
13. **No Alcohol.**
14. Reasonable cleanup after usage is expected and required for continued use. Please use trash containers. **Leave it the way you found it. Better yet, leave it better.** Brooms and dustpans are stored in the gym closet, unlocked and available for use. Tied, full trash bags may be left next to

the two trash receptacles in the gym. **Please follow the “Carry-in/Carry-out” policy when using the pavilion.**

15. Violation of these rules may cause the Town of Woodhull to prohibit further or future use. Vandalism and theft will not be tolerated. Anyone caught will be prosecuted by the Town. **Cameras are in use throughout the building and on all grounds.**
16. **If you would like to use the gym with the folding stage doors open, you must ask for assistance, before party.**
17. **No helium balloons in the gym area.**
18. **Donations and suggestions are always welcome.**
19. **These rules are subject to change. See Town Clerk for those most current.**

HELPFUL INFORMATION:

Electric service in the gym: all outlets work, but those below the stage have limited capacity. To avoid tripping breakers, spread high amperage appliances around the room.

Kitchen contains:

Full Size electric stove/range
Microwave Oven
Cold/hot water dispensary
Three bay sink
Refrigerator
Freezer
Coffee Maker
Prep table

Please clean up after use and remove all trash and make sure all lights and appliances are OFF. DO NOT REMOVE ANYTHING FROM THIS AREA...The Occupants of the building (Town staff, Band, Organizations, MacDonald Clinic) use this area also.

Please plan accordingly prior to your event to ensure that you will have what you need.

CONTACTS:

- | | |
|--|----------------------------|
| • Scheduling requests/calendar | Crystal Myers/Kristy Flint |
| • Keys (front door, gym closet, maintenance) | |
| • Use of Kitchen area (See attachment) | |
| • Pavilion Reservation | |
| • Outdoors Space Usage | Timothy Towsley |
| • Building & Cleaning Supplies | Tiffany Patterson |
| • All Other Questions | Town Board |

Crystal Myers /Kristy Flint- 458-5178, Ext 1
Tiffany Patterson – 607-590-6059

Scott Grant, Supervisor –607- 458-5400 / 607-590-8385
Bryan Conklin –607- 769-5786
Doug O'Brian – 359-4033 / 846-0433
Jeffrey Vance – 607-542-7906
Chase Reed – 607-769-5346

Form Updated:07/06/2023

_____ is the key contact for the rental/usage of the gym

For the following dates and times: _____

I have contacted the Woodhull Town Clerk and have arranged for the pickup/return of the keys for this usage. I understand and will be responsible for all members of my party to abide by the above agreement and will follow NYS COVID-19 Guidelines during this usage.

Name

Date