

CORTLAND COUNTY GYMNASIUM USE REQUEST FORM
60 CENTRAL AVENUE, CORTLAND, NY

DATE(S) REQUESTED _____

<u>TIME RESERVED:</u>	<u>Monday - Friday</u>	<u>Saturday - Sunday</u>
VACATE AT END OF	___ 9:00 - 11:00 AM	___ 9:00 - 11:00 AM
TIME SLOT	___ 11:00 - 1:00 PM	___ 11:00 - 1:00 AM
	___ 1:00 - 3:00 PM	___ 1:00 - 3:00 PM
	___ 3:00 - 5:00 PM	___ 3:00 - 5:00 PM
	___ 5:00 - 7:00 PM	___ 5:00 - 7:00 PM
	___ 7:00 - 9:00 PM	___ 7:00 - 9:00 PM
	___ 9:00 - 11:00 PM	___ 9:00 - 11:00 PM
	___ OTHER _____	___ OTHER _____

Estimated No. of people _____
ACTIVITY: _____
YOUTH _____
ADULT _____

REQUEST MADE BY (MUST BE 21 YEARS OF _____)

PHONE NUMBER: _____ (Home/Work) DATE: _____ RTB : _____

ADDRESS: _____

I, the undersigned, accept the fact that I will be responsible for damages to the County Gymnasium during the time period checked above and I agree to follow these procedures:

1. Return the key to the box outside of the Youth Bureau Offices or to return it directly to the Youth Bureau Office, prior to 9:00 AM of the next day.

Cost of lost key is \$300 which I agree to pay!

2. No smoking/ food/ alcoholic beverages are permitted in any location of the facility.
3. Turn all lights, showers, faucets off when leaving the facility and securely lock the building. Make sure everyone is outside of the building.
4. Only allow persons with sneakers to walk on the gymnasium floor. Do not let persons not participating in your program inside of building.
5. No person should enter any other part of the County Office Building from the Gymnasium after 5:00 pm on weekdays and at no time on weekends.
6. Main entrance key will open office on left as you come into building for **emergency telephone use only!**
7. I AM THE ONLY PERSON WHO SHOULD BE IN POSSESSION OF THE KEY TO THE FACILITY!

DATE: _____

Signature of person making reservation (MUST BE 21 YEARS OLD OR OLDER)

THERE IS A \$20.00 / \$25.00 FEE FOR EACH SLOT RESERVED

_____ FEE PAID _____ DATE PAID _____ INITIALS