



Facility Guidelines for Martin Luther King, Jr. Memorial Lodge



1. Location: 353 Court St. (Chestnut St. between Manhattan Square Dr. and Court St.)
2. Availability: Monday through Sunday
April 1st until November 15th (5:00 a.m. – 11:00 p.m.)
November 16th until March 31st (7:00 a.m. – 10:00 p.m.)
3. Charge: Between 9:00 a.m. and 9:00 p.m.:
 - \$650.00 per day (and a NON-refundable \$20 permit fee)
 HOLIDAYS - Between 9:00 a.m. and 9:00 p.m.:
 - \$750.00 per day (and a NON-refundable \$20 permit fee)**Before 9:00 a.m. or after 9:00 p.m.:**
 - **\$150 per additional hour**

Full payment, including the \$20 non-refundable permit fee due at time of application.

4. Occupancy: Maximum capacity:
Dinner seating: 170 (6' round tables) OR 200 (8' rectangular tables)
Reception style with cocktail tables: 300
(Please provide a seating chart or floor plan with your application or at least 2 weeks before your event; otherwise standard set-up will be done)

Alcohol consumption, when requested and approved, is only permitted inside the facilities. Alcohol must be limited to wine and/or beer only. It is the responsibility of the permit holder to ensure that no one under the age of 21 consumes alcohol. Smoking is not allowed in any City facility.

Permit changes including cancellations. Applicant or permit holder will be required to fill out a "Permit Modification/Cancellation Request" Form at 400 Dewey Ave at least ten (10) business days in advance of the event date for all changes, cancellations or application withdrawals. All modifications have a \$10 processing fee, and cancellation will have additional fees.

Note: Cancellations and Refunds will be processed in accordance with the Cancellation Policy.

Application Process: The applicant must call the staff at **428-7511** to set up an appointment at MLK to take a "walk through" tour of the facility. At that time, the staff will explain what equipment is available for use and review the permit procedures with you. After this meeting you may submit an application to the Permit Office at 400 Dewey Avenue, along with payment in full, and this form signed by yourself and MLK staff. The director of Recreation reserves the right to deny any permit he/she deems necessary.

Facilities (Subject to change)

- | | |
|--------------------------------------|--------------------|
| 1. 8' Rectangular Tables (25) | 6. Stove/Oven/Sink |
| 2. 6' Round Tables (25) | 7. Electricity |
| 3. 44 1/2" tall Cocktail Tables (20) | 8. Restrooms |



- | | |
|---------------------------|--------------------------------------|
| 4. Chairs (250) | 9. Heat & Air Conditioning |
| 5. Refrigerator & Freezer | 10. Telephone (for emergencies only) |

You may use the oven and stove to keep food warm to maintain the temperature of food brought in. All food preparation and cooking must be done off site prior to event. Oven must be wiped as clean as possible.

RESTRICTIONS:

1. This facility is scheduled on a first come, first served basis. Once application and payment are received, your application will be reviewed. Reservation of date and time is confirmed through the issuance of a permit.
2. Activities are to be limited to those listed on the face of the permit.
3. No ticket sales are allowed at the door; therefore, all ticket sales must be conducted in advance of the event. Ticketed events are limited to registered not-for-profit, charitable events. One or more written references and/or proof of not-for profit status may be required by the Bureau of Recreation. No monies may be collected on Recreation property without specific written authorization from the City.
4. You may need to provide security for your event at the discretion of the City of Rochester. In addition to a licensed security agency, a specific security plan must be provided to the City. Furthermore, the City of Rochester has the right to approve or disapprove both the agency and the security plan. Armed security will not be approved.
5. The lodge will not be opened earlier than 10 minutes prior to the time designated on the permit. Permit holder must arrive at the lodge at the time designated on the permit. A staff person will only be on-site to open and close the building. You will not be issued a key. Additional time for set up and/or take down must be included in the hours requested. In addition, if you decide you will leave earlier than planned, please allow at least 20 minutes for City staff to arrive for closing. Do not leave the building unattended.
6. Request for amplified music must be pre-approved by the Bureau of Recreation; the permit holder must adhere to the City's Noise Ordinance.
7. Do not use tacks, nails, screws, or tape on the walls, ceilings, tables, etc for decorations or signs. Masking tape and 3M Self Stick Hooks are permissible. No decorations are allowed which would damage or discolor the facility or grounds. Any special decorations, activities, or amenities must have written approval of the Bureau of Recreation.
8. Permit holder is responsible for clean up of area after use. Refrigerator must be emptied. Counters and tables must be protected by a cutting board when used for cutting.
9. Folding tables and chairs are for indoor use only.
10. Any violation of these rules or permit conditions will result in immediate termination of the permit, loss of permit fees, and may result in prohibition of permittee from application for future permits for the Bureau of Recreation facilities.

By signing below, I acknowledge having read, and agree with, the terms outlined above.

City Staff signature

Date

Applicant signature

Date

FACILITY USE PERMIT APPLICATION

(NOT A PERMIT)

City of Rochester, Department of Recreation and Youth Services

Bureau of Recreation, 400 Dewey Avenue, Rochester, NY 14613

(585) 428-6755

A \$20 NON-REFUNDABLE PERMIT FEE IS DUE UPON SUBMISSION OF "FACILITY USE PERMIT APPLICATION"

This application will not be accepted unless it is signed by the applicant and witnessed by a Notary Public or Commissioner of Deeds. Applicants must be 21 years of age or older.

FULL PAYMENT REQUIRED AT TIME OF APPLICATION SUBMISSION – NO CASH

For Office Use Only:	
Batch #	_____
Permit #	_____
Fee	_____
Paid	_____
Balance	_____
Receipt	_____
Facility Director	_____
Master List	_____

Facility Requested: _____

Auditorium/Lodge Conference/Mtg Rm Craft/Game Rm Gym Kitchen Restrooms Teen Lounge

OTHER: Ice Rink Pool Docking Permit Vending Permit Large Gazebo Small Gazebo Fountain Area

Field(s) Requested: _____ **Type of Activity:** _____

Enhancements/Dates: Field Lining _____ Field Lighting _____

Please circle if any applies (Special Events Activity): Festival, Concert, Fundraiser, Tournament, Block Party, Parade, Walk or Race

Estimated # of Participants / Spectators: _____

Day of the Week: _____ Date: _____ Activity: _____

Hours requested:*(From) _____ : _____ (To) _____ : _____ * Be sure to include your Set-up and Clean-up Times.

Organization name- if appropriate: _____

Responsible Person: _____

Emergency Contact: _____

Address: _____

Address: _____

City _____ Zip _____

City _____ Zip _____

Day Phone () _____

Day Phone () _____

Evening Phone () _____

Evening Phone () _____

Circle One

SPECIAL NEEDS:

- Yes No Are you requesting to serve alcohol (beer & wine only)? (This option is NOT available at Genesee Valley Fieldhouse)
- Yes No Are you charging an entrance fee?
- Yes No Are you requesting permission to sell food or other items, including tickets?
- Yes No Are you requesting permission to put up a tent(s)? If so, how many? _____ What size? _____ Feet X _____ Feet
- **Yes No** Are you requesting permission to have bounce house or spacewalk, carnival games or rides, etc.?

****If yes, you are required to get insurance coverage from company naming the City of Rochester as additional insured for one million dollars.**

Describe security plan and promotional material (Attach security contract, promotion material, and insurance certificate upon request)

Release & Indemnification Certificate

In consideration of the use of certain facilities owned by the City of Rochester and located at _____ in Rochester, New York.

I, _____, and my guests, hereby release said City, its officers, employees, agents, and servants from any and all liability, loss, attorney's fees or other expenses whatsoever, resulting from personal injury, including death, or property damage or loss to myself or my guests arising out of the use of such facilities on the date(s) specified herein, unless such injury results from the sole negligence of the City. I hereby further agree to indemnify and to save harmless said City from any and all liability, loss, attorney's fees or other expense resulting from my negligence or intentional misconduct or that of my guests, employees or agents during the use of the facilities.

By signing below, I also am indicating that the information that I provided on this permit application is accurate and true to the best of my ability. I also understand all the Procedures & Regulations for the Bureau of Recreation, which is located on the reverse side of this application, and I agree with all the terms and conditions.

Applicant's Signature _____

Sworn before me:

Date: _____

this _____ day of _____, 20_____.

Notary Public/Commissioner of Deeds

SUBMITTING THIS APPLICATION AND PAYMENT PROCEDURES: Application must be completed, signed by the applicant and witnessed by a Notary Public or Commissioner of Deeds. Mail or bring application to: Bureau of Recreation, 400 Dewey Avenue, Rochester, NY, 14613. Full payment (Check or money order – made payable to CITY TREASURER, Visa, MC or Discover) is due with this application unless otherwise specified. The permit will be reviewed, and once it is approved, it will be mailed to the applicant.

PERMIT CHANGES INCLUDING CANCELLATION: Permittee will be required to fill out a “Permit Modification/ Cancellation Request” Form at 400 Dewey Ave at least ten (10) business days in advance of the event date for all changes, cancellations or application withdrawals. All modifications have a \$10 processing fee, including cancellations (which also have an **additional cancellation fee**). **DO NOT CALL THE FACILITY TO BE USED.** Failure to provide proper notification will result in permittee being required to pay all charges associated with permit.

REFUNDS: Refunds do not include permit application fee, processing fees, and any portion of a deposit that covers damage by permittee/guests or additional services provided by the City due to permittee actions. Refunds will be issued to the permittee in accordance with the cancellation policy.

RULES AND REGULATIONS FOR THE USE OF FACILITIES AND EQUIPMENT

The permittee shall be responsible for adhering to the following general conditions: All activities permitted shall be subject to the continuing direction of the City of Rochester and in conformity with all laws and regulations applicable thereto including, but not limited to, all safety, health and noise laws as may apply. The following specific rules and regulations are to be observed by all permittees, participants and/or spectators unless otherwise specifically noted on the permit agreement. If any provision of a permit is in conflict with the City Code, deference is given to the Municipal Parks Code. Any violation or deviation to the permit will cause the permit to be null and void or party to be “**shut down**” by recreation staff. At this point, the permittee, along with participants and/or spectators, will be escorted out of the facility or area of permit. **The permittee will lose the privilege to permit any City of Rochester facility in the future.**

Permittees are responsible for:

- Possession of the permit for inspection at the activity site
- Paying fees and/or charges by due dates
- Providing approved supervision as described on application
- Orderly conduct of participants and/or spectators
- Parking in approved areas only
- Maintenance and clean-up of activity area
- Payment for damages to facility and/or equipment
- Adhering to all conditions and limitations noted on the permit agreement including, but not limited to, facility/space to be used, duration of use, presence of responsible person as named on application
- Refer to the Municipal Parks Code for a complete list of responsibilities

Permittees/Participants/Spectators are prohibited from:

- Smoking in any City facilities
- Transferring permits
- Using facilities, equipment and/or services not specifically designated on permit
- Using facilities, equipment and/or services on dates and at times other than those designated on permit
- Conducting activities other than those specifically designated on the permit
- Vending food and beverages without specific authorization
- Vending of non-food items is prohibited
- Charging admission to activities without specific authorization
- Consuming alcoholic beverages unless specifically designated on permit
- Gambling or games-of-chance
- Erecting fences or barricades
- Building open fires

****NOTE: THIS IS AN APPLICATION FORM — NOT A PERMIT****