



Village of Webster

28 West Main Street

Webster, NY 14580

Phone (585) 265-3770 / Fax (585) 265-1004

www.villageofwebster.com

SMALL COMMUNITY MEETING HALL REQUEST FORM

Organization/Person requesting use _____

Person Responsible _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

The room will be used for? _____

Village Resident: YES or NO

Will there be food and/or beverages? YES or NO

Date(s) Requested	Start Time(include set-up time)	End Time (include clean- up time)	Number of People	Hall Charge

Public Use of the Community Meeting Hall Policy

1. Deposit of **\$75.00** is required at the time of application/**separate check**, please.
2. Charges are as follows (please check one):
 - Resident:** \$10.00 for 1st hour, \$5.00 for each additional hour.
 - Non- Resident:** \$25.00 for 1st hour, \$10.00 for each additional hour.
3. A person, 21 years of age or older, must stay with group at all times.
4. Neither alcoholic beverages nor smoking are permitted.
5. You are responsible for leaving the room exactly as you found it. We do not do special set-ups or take-downs.
6. In cases of schedule conflicts, the Village of Webster takes precedence over any other public rental use.
7. The person, group or organization using the facility is responsible for any damage or unacceptable conditions.

BY SIGNING THIS REQUEST, MY ORGANIZATION AND I AGREE TO BE BOUND BY THE ABOVE TERMS AND CONDITIONS, TO PAY FEES CHARGED AND TO PAY THE COST OF REPAIR OR REPLACEMENT OF THE VILLAGE OF WEBSTER PROPERTY DAMAGED AS A RESULT OF THE USE OF THIS FACILITY.

Signature Required

Date