



Town of Newstead Requests for Newstead Community Meeting Rooms

Request for use of any of the Town of Newstead's open community meeting rooms is available to town organizations on a first come, first served basis.

Requests for reservations must be submitted on the attached application form to the Newstead Town Hall attention of the Town Clerk by the first business day of the year but not before.

Please note that some of these buildings have town offices and that certain areas may be open at the same time as your groups function.

Any request for use of the room that requires extra services are the responsibility of the requester.

Meeting Room Rules:

- *Alcoholic beverages (beer & wine only) allowed by special permit only
- *Please leave the meeting room in the same (or better) condition as you found it.
- *You are responsible for cleaning up your own garbage and placing bags in the appropriate locations depending on the room you are using. See the town clerk for specific locations and instructions.
- *No storage of supplies or equipment in the meeting room without prior approval.
- *If you are requesting use of a building that has a kitchen area, it must be cleaned after usage.
- *No animals allowed except for certified service animals.
- *If there is a problem with the room, please let the Town Hall know immediately.
- *Violations of the above rules may result in dismissal of privileges for future use of the meeting room.

If you have any questions, please contact Town Clerk, Dawn Izydorczak at (716) 542-4573.



Town of Newstead- Town Hall
5 Clarence Center Rd- P.O. Box 227
Akron, NY 14001

BUILDING USE REQUEST FORM

Building Requesting:

Newstead Cultural Center **Denio Downstairs** **Town Hall**

Name of Organization: _____

Address: _____

Contact Person: _____

Phone: _____ Fax: _____ E-mail: _____

Date and Time of Use: _____

Type of Activity Planned: _____

Number of Persons Expected: _____

Check Areas Which Will Be Needed: _____ PA Equipment/Screen/TV

_____ Open Meeting Room _____ Conference Room _____ Kitchen

The Town Board will hold the applicant responsible for supervision of their group and for any damages to Town Facilities/Property occurring during and resulting from such use by applicant and/or their group. The undersigned individual attests that he/she is 21 years of age or older and has read all the rules associated with this request and agrees to be responsible for his/her group during their event use of Town property.

Signature of Person Making Request: _____

Date Submitted: _____

Request Approved By: _____

Date Approved: _____