



Tioga Opportunities, Inc.
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Countryside Community Center Rental Rules

The dining, conference, activities, and arts/crafts rooms of the Countryside Community Center are available for public use providing there are no conflicting activities scheduled by TOI. Requests will be considered only when the stated use is lawful and made by adults, or organizations under adult supervision. The Executive Director or designee, and/or the Board of Directors reserve the right to approve the use of the building.

Future use of the building will be denied to any group that violates building rules, damages property, or otherwise abuses the privilege of using the premises. Users of the building are responsible for restoring the room(s) to its original order, and for any damages. All groups must comply with the posted occupancy standards for the designated room(s).

Tioga Opportunities, Inc. is an equal opportunity employer and service provider and does not discriminate based on race, religion, sex, national origin, age, disability, political affiliation, sexual preference, or any other unlawful basis.

1. **SCHEDULING/USE AGREEMENT**

- The sponsoring group renting the facility must provide a Certificate of Insurance listing Tioga Opportunities, Inc. (TOI) as the Certificate Holder for a minimum of \$500,000 unless this condition has been waived in the Rental Agreement. Many homeowners' insurance policies will provide a rider.
- Tioga Opportunities, Inc. is not responsible for scheduling errors and omissions.
- Cancellation of the event by the renting party may result in the forfeiture of no less than an amount of \$25 of the fee portion for the cost of the rental, with the total amount to be determined proportionally based on the fee charged.

2. **PARKING**

- Park only in the front of the building. Side lanes must be open for the fire lane. Unauthorized parking may result in the vehicle being towed at the owner's expense.

3. **LIGHTS**

- Light switches for the interior corridor are located on the left in the hallway as you enter. There are two banks of lights in the dining room, one on the wall to the left as you enter the dining room another on the side wall nearest the kitchen door.
- There are two sets of lights in the dining room and conference room. If you use the dimmer lights, you must snap them down to shut them off or they will remain dimly lit.

4. **HOUSEKEEPING**

- **The piano must not be moved, and nothing is to be set on it.** Use of the piano and sound system requires specified authorization.
- Please minimize the tracking of water, salt, and mud into the building.
- Bathrooms are in the hallway to the left as you enter the main entrance. Nothing other than toilet paper is to be flushed down the toilet, (towels, tampons, etc.). The renter may be liable for any repairs as a result of improper use.
- TOI reserves the right to retain the damage/key deposit if the facility is not left in its original condition.

5. **SAFETY**

- This facility is tobacco-free. Smoking is not permitted anywhere on the property.
- No candles are allowed.
- Children must always be supervised and are not permitted to roam throughout the building.

6. HEAT/AIR CONDITIONING

- The thermostat box is locked and requires staff to adjust the set temperature.

7. FOOD/SETUP

- Unless authorization is given, access to the kitchen is **restricted**.
- Groups who utilize the kitchen are expected to supply their own paper plates, and utensils, coffee, supplies, etc. Use of the coffee machines, utensils and china can be made available with prior arrangement.
- Groups doing their own set-up are requested not to drag tables and chairs across the floor.
- Tables and chairs are not to be moved from their room; everything must be returned to the original setting unless prior arrangements have been made.
- If the kitchen is contracted for use, check that all appliances have been turned off, utensils are washed, and counter tops are wiped.
- The use of alcohol will need to be approved by TOI (Proof of appropriate insurance certificate rider must be provided).

8. TELEPHONES

- Use of TOI phones are prohibited (exception: emergency).

9. EMERGENCIES

- Fire: If the fire alarm system is activated, immediately evacuate the building. The system is wired directly into the fire department, so they will automatically respond.
- Other emergencies: From the front desk, press one of two keys (IN/OUT) on the phone to get an outside line, and then dial 911. From the kitchen, do the same.