



Countryside Community Center Rental Rules and Guidelines

9 Sheldon Guile Blvd., Owego, New York 13827 • 607-687-4222
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Welcome! Thank you for choosing Tioga Opportunities Inc. for your special event. Our Countryside Community Center offers a comfortable, and safe facility for you and your guests. Below are the rules and regulations that govern the rental and use of the Countryside Community Center. Please take the time to read through the information to assist you in the planning and hosting of your event.

Reservations and Availability:

- COVID-19 space capacity- The maximum group size must not exceed the state mandated directive as of the date of the event.
- Reservations are taken on a first come, first served basis and subject to space availability. Your reservation will be confirmed upon receipt of the signed rental agreement, accompanying documents, and payment of fees and deposits.
- Rental time includes time needed for set up for your event including decorating, catering set up, vendor deliveries, and also includes the time needed for breakdown and clean up at the conclusion of your event. Please plan accordingly.
- 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 prior to the event, 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.
- Verbal agreements are not binding and do not guarantee a secured reservation at any time.
- The dining and conference 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.

Cancellation Policy:

- The 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 of the cost of the rental, with the total amount to be determined proportionally based on the fee charged.
- TOI reserves the right to cancel your rental if the renting party does not provide appropriate insurance riders, permits or payments.

Date and Time Changes:

- Date and time changes will be accepted up to 2 weeks prior to the scheduled event. TOI will work with the renting party to the best of our ability in the event that a reservation change is needed, but all changes are subject to facility availability.

Rental Fees and Security Deposit:

- Please refer to the fee chart on the application for specific fees and deposits.
- A security deposit of \$200 is required for all rentals.
- If room usage exceeds the time reserved, a minimum charge of 1 hour or the actual exceeded time used, whichever is higher, will be assessed and deducted from your deposit.
- TOI reserves the right to retain the security deposit if the facility is not left in its original condition.
- The security deposit will be refunded provided that all guidelines have been adhered to and no damages were incurred during the rental period. Please allow up to 5 business days for the deposit to be returned.

Damages:

- Any damage caused by the renter or their guests during the use of the facility will be deducted from the damage deposit.

- If the cost of damages exceeds the security deposit, the renter is responsible for and agrees to pay all costs to restore it to its original condition.
- 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.
- All groups must comply with the posted occupancy standards for the designated room(s).

Day of Event:

- On the day of the scheduled event, the facility will be open at the time specified on the Rental Agreement form. The facility may be rented to multiple groups on a particular day. Please enter the facility only at the designated rental time and depart when scheduled.
- A representative from TOI will be on site during your event and is available to assist you with any questions or concerns. They will open the facility to you and close the facility at the conclusion of your event.

Parking:

- Please park only in the front parking lot.
- Side lanes and the lane in front of the building must be open for the fire lane.
- Unauthorized parking may result in the vehicle being towed at the owner's expense.
- **For Deliveries and Unloading:** You may park along the front of the building or use the side doors of the dining room for unload. No vehicles are to be parked in the fire lanes at any time.

Food, Alcohol, and Kitchen Use:

- TOI requires that any food served at your event be prepared by a licensed, professional caterer. It is the responsibility of the renting party to provide TOI with the name and phone number of the caterer or a copy of the food order from a recognized food distributor- (ie. Wegmans), at least 2 weeks prior to the event.
- Unless authorization is given, access to the kitchen is prohibited.
- Groups who utilize the kitchen are expected to supply their own paper plates, and utensils, coffee, supplies, etc. Use of the coffee machine is available.
- If the kitchen is contracted for use, all supplies and food items must be removed from the premises at the conclusion of your event. Check that all appliances have been turned off, ensure all garbage is bagged, and sanitize used surfaces.
- The use of alcohol will need to be approved by TOI. Proof of appropriate insurance certificate rider and permits must be provided to TOI at least 1 week prior to your event. No person under 21 years of age may possess, consume, or be served alcoholic beverages in accordance with New York State law.

Set Up and Decorations:

- Groups doing their own set-up are requested not to drag tables and chairs across the floor. Damage that occurs to the floor is the responsibility of the renting party.
- Tables and chairs are not to be moved from their room; everything must be returned to the original setting at the conclusion of your event.
- Decorations are permitted. No glue, tape, nails, tacks, screws, staples, or the like may be attached to the walls, woodwork, ceiling, doors, floor, tables, or chairs or any part of the facility. Command strips may not be used on painted walls.
- All decorations and tape must be removed at the end of your event
- The Grand Piano may not be moved, and nothing is to be set on top of it at any time. The use of the piano and the sound system requires authorization prior to your event.
- Garbage cans and liners will be provided for your use.

Restroom Facilities:

- Restrooms are located in the front hallway to the left as you enter the main entrance.
- Nothing other than toilet paper is to be flushed down the toilet. The renters may be liable for any repairs as a result of improper use. Soap and paper towels are provided.

Safety:

- All COVID-19 related safety precautions and regulations as of the date of the event and set forth by the CDC or the New York State Health Department are to be followed. TOI will not be held liable for any possible exposures to COVID-19.
- This facility is tobacco-free. Smoking is not permitted anywhere on the property.
- Children must be supervised at all times and guests are not permitted to roam throughout the building.
- The following items are prohibited and may not be used:
 - Candles or open flame items/materials
 - Fog or smoke machines
 - Dance wax or powder on the floors.

Emergencies and telephone use:

- Use of TOI phones are prohibited with the exception of the event of an emergency.
- A phone is located on the wall near the entrance to the dining room and at the front reception desk. You may place a call by picking up the receiver and dialing the number directly. In the event of an emergency, call 911.
- Fire: If the fire alarm system is activated, evacuate the building immediately. Fire exits are marked within the facility. The system is wired directly into the fire department, so they will automatically respond.
- The address for this location is 9 Sheldon Guile Blvd., Owego.

Our team is happy to assist you with any questions, concerns, or special needs for your event. You may reach us at 607-687-4222 or by email at info@tiogaopp.org.