

APPLICATION FOR RESTRICTED USE OF DOBISKY CENTER

Name of Applicant/Organization: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Date (s) Needed: _____ Alcohol Permit: Yes/No (Ask about policy)

Time: _____ (Please include time to set-up and to clean)

Type of Event: _____

Room (s) Needed:

Due to COVID-19 restrictions and in an effort to promote proper social distancing, only the combined space is presently available for rental

River View Room (Both Rooms): _____

-Hourly rate of \$30 (minimum 2 hour rental)

-Maximum occupancy in accordance with 50% COVID-19 restrictions is **50** persons

Riverview Patio: Use is included with the combined COVID-19 rental rate.

Kitchen: Is available to renters of combined space.

If damages are found upon inspection of the room you rented above, another fee in the amount you rented the room (s) will be additionally charged.

Full refund will be given to those who cancel at least two weeks prior to the rental date. Refunds will NOT be given after the date of rental has passed.

By signing below, you understand and agree to abide by the rules and regulations of the Dobisky Visitors' Center.

Signature of Applicant: _____ Date: _____

-AUTHORIZED USE ONLY

Number of hours: _____

Total Fee: _____

Authorized Signature: _____

Date Approved: _____

Rules & Regulations for Renting at Dobisky Visitors' Center

Reservations are not confirmed until full payment has been received. Completed applications can be emailed to asmith@ogdensburg.org, or made in person at City Hall 330 Ford Street, Room 11 (second floor).

The meeting rooms are to be left in the same condition as they were found. The room shall be cleaned and garbage disposed of in containers provided. Failure to complete will result in a damage charge at the cost of the room rented. Any damaged incurred will be the financial responsibility of the rental group.

User is responsible for set up before use and cleaning of room after use. An adult must supervise children at all times.

Tables and chairs are to be lifted (not dragged) when arranging to your party needs and cannot be removed from the rooms without permission.

If kitchen is used, you must clean the area prior to leaving. If this is not done, the renter will be subject to pay the damage charge.

Any damage or broken equipment caused by the rental party should be reported to the Dobisky Center attendant immediately.

There is NO smoking within 25-feet of all entry ways, this includes the patio doors.

Rooms are available from 8 a.m. – 9 p.m. unless pre-approved by the City Manager.