

**APPLICATION FOR 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: \_\_\_\_\_

**Marina View** (Large Meeting Room: 2 hour minimum; Max Capacity - 60): \_\_\_\_\_

**The General's Room** (Small Meeting Room: 1 hour minimum; Max Capacity - 30): \_\_\_\_\_

**\*Exclusive Use of Both Rooms** (2 hour minimum; Max Capacity - 100): \_\_\_\_\_

\*Kitchen Usage is only included with the Exclusive Use of Both Rooms or the Marina View (Large Room) rental rates.

The only accepted forms of payment are cash or personal check made payable to the City of Ogdensburg

If damages are found upon inspection of the room(s) 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. No refund will be given after the date of rental has passed.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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-AUTHORIZED USE ONLY:

Number of hours: \_\_\_\_\_ Total Fee: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_

## Dobisky Visitors' Center Rates

<u>Room(s)</u>	<u>Standard Rate:</u>	<u>Resident Discount Rate</u>
Both Rooms	\$60/hour	\$45/hour
Large Meeting Room	\$50/hour	\$35/hour
Small Meeting Room	\$35/hour	\$30/hour

### Rules & Regulations for Renting at Dobisky Visitors' Center

Reservations are not confirmed until full payment has been received. Completed applications must be submitted in person at City Hall 330 Ford Street, Suite 6 (first floor) or deposited in the City Drop Box located on the Caroline Street side of City Hall. For questions regarding reservation of the Dobisky Center please call 315-393-7900 or e-mail: [agouge@ogdensburg.org](mailto:agouge@ogdensburg.org).

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 50-feet of all entry ways, this includes the patio doors.

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

Monday through Friday, 8 AM to 4 PM use of the Dobisky Center may be provided to Ogdensburg based not-for-profits at no cost with the pre-approval of a written request for a fee waiver. Without a fee waiver, the standard rental rates will apply.