



## **Rules & Regulations for Aspen House Use** **Located at 8550 North Entry Road, Baldwinsville, NY**

The purpose of the Radisson Aspen House Community Center is to provide a meeting and gathering space for Radisson residents as well as the larger community. All regulations for use of RCA Common Property apply. Rental areas include: the two main rooms, lounge, kitchen and restrooms. All other areas are restricted, including Radisson Nursery School areas and equipment, unless specifically approved by the RCA. Maximum capacity for the building is 140 people.

### **PERMISSION**

Only RCA Members, such as Radisson residents or Corporate park employees, are entitled to rent the Aspen House. Members who use Aspen House must sign a copy of the *Aspen House Contract*, be at least twenty-one (21) years of age and be a registered member in good standing with the Radisson Community Association, Inc. (RCA). The RCA reserves the right to refuse usage or terminate usage to any person, group or activity that does not represent the best interests of the community or whose presence, activity or use may be considered offensive. This includes past abuses or misuse of the Aspen House.

### **SCHEDULING**

All reservations must be scheduled through the RCA Office at least 24 hours in advance. Renter must be present during event and building must not be used for any purpose other than that specified in the contract.

Use of the facility is restricted to the date and rental period as is specified on the contract. Setup and cleanup must be completed during the Rental Period, the building being vacated and secured by end time on contract, additional time is not permitted. Renter’s equipment and supplies may be in the building ONLY during the designated rental period. Additional fees may be applied if facility is used in violation of this contract. Please plan accordingly.

Priorities of use and scheduling will be determined by the RCA.

### **FEES & REFUNDS**

The **Rental Fee** Payment is required at time of contract to secure the date of event. Rental Payment must be made with RENTER’S cash, check or Money Order. We do not accept credit or debit cards.

**Refund Policy:** Refund for cancellation is allowed up to 30 days prior to event. All refunds will incur a **\$10** processing fee.

A **Security Deposit** is required when the keys are picked up and must be paid with RENTER’S cash or check. Full Security Deposit will be refunded to Renter within 7 business days after the RCA Office receives the keys and a satisfactory report from the inspection of the facility performed by RCA Staff after each use. Part or all of this payment may be retained if facility is left in unsatisfactory condition per the terms of this agreement. Rates are as follows:

	Rental Fee	Sec Dep		Rental Fee	Sec Dep
Group I (RCA sponsored groups, programs, meetings, charitable benefit)	\$0	\$TBD	Group III (long term monthly rental)	\$250 /min	\$200 /TBD
Group II (residents/members private rental)	\$225/ \$125	\$200	Group IV (non-sponsored public service/interest)	\$250/ \$150	\$200

A valid Certificate of Insurance is required for most rentals by Groups I, III and IV. Please ask for details.

### **KEYS**

Renter is responsible for picking up keys at the RCA Office on the Thursday (or 2 days, whichever is earlier) prior to scheduled event. Security Deposit is due at this time; Security Payment must bear the name of the Renter. Keys must be returned to the RCA Office within 3 business days after the scheduled event. A \$50 fee applies for lost or late keys.

### **DAMAGES**

Renter is responsible for all costs for repair or damage caused by their use. Monetary amount will be determined by RCA and may exceed Security Payment if warranted.

**ELECTRICITY** - Renter is responsible for ensuring that the building’s electrical circuits are not overloaded. If RCA personnel are contacted to address an electrical situation, a portion of the renter’s security deposit will be forfeited (per incident).

**NOISE LEVELS** - Noise levels shall be such that they will not be offensive to adjoining/nearby residents. Noise levels outside the building can be excessive when DJ’s and bands are used and/or the doors are left open or attendees choose to sit outside the building. If more than one warning to reduce the noise level is issued to Renter, the Security Deposit will be forfeited.

**AGENCY** - Any disturbance in the building, such as fire alarm(s), excessive noise, etc. for which any agency is summoned (i.e., State Police, Fire Department, Sheriff’s Department) will result in the forfeiture of the Security Deposit.

**CAUTION** - The use of **smoke or fogging machines** or the like is also prohibited. These may set off the FIRE ALARM, see AGENCY above. If using a cooler for beverages, keep it on the tile and/or place protective plastic underneath.

**USE**

A. Renter should make a preliminary inspection of the facility before use and report any damage or needed repairs immediately to the RCA Office and/or make note of them on the **EXIT CHECK LIST**.

B. **DOOR INSTRUCTIONS:** The Front Door is self-locking, meaning it will lock automatically unless specifically set to the “Open” position. Instructions for unlocking the door during the event are posted on the wall inside the door. Fees will be charged if staff has to be called to unlock the door. Failure to ensure all exterior doors are locked upon leaving will result in forfeiture of Security Deposit.

C. **GUEST PARKING:** Park only on approved paved areas. Load or unload equipment at the front door, then park. Vehicles are not permitted on sidewalk areas. Parking is not permitted at the Meadows Apts; that is reserved for those residents and their guests.

D. **Smoking** is **PROHIBITED** in the facility as in accordance with State Law and RCA rules.

E. **CHAIRS:** Left Side closet in tiled room has approximately 100 chairs stacked on dollies.

F. **TRASH:** In addition to the trash can in the kitchen, there are another 4 cans (similar style) in the Cleaning Supplies Closet. For clean up at end of your event, there is a large red trash can, in the boiler room if you'd like to use it. Recycling bin is under sink. Extra trash bags are under sink & in Cleaning Supplies Closet.

G. **TABLES:** All tables must be returned to their original locations. The standard rectangular banquet tables and card tables are always available, others must be requested on contract, \$ indicates fee applies.

5-	8' x 30"	Large room, folded	5-	60" round, seating	Setup by RCA
8-	8' x 30"	Left Side closet	3-	42" round, 36"high,	Setup by RCA
1-	6' x 30"	Left Side closet			
2-	card table	Left Side closet			

H. **CLEANING CADDY** under kitchen sink has stain treatments, paper towels, sponges and additional trash bags.

I. **CLEANING SUPPLIES CLOSET** is on left when facing men’s restroom. Contains vacuum and backup supplies.

J. All items - chairs, tables, cleaning equipment - must be returned to original storage areas at conclusion of event.

K. Renter must supply their own table coverings, utensils, dish towels and other service ware, as needed.

L. **DECORATIONS** may NOT be tacked, nailed or taped to any wall or fixture. Damage fees will be charged to the Renter.

M. **SIGNS:** No outdoor signs (advertising, celebrating, directing or otherwise) may be placed at Radisson entrances or on RCA property. Signs (decorations or balloons, etc.) no larger than 15x20 may be used at the intersections inside the Community provided they are removed immediately after the event.

**EMERGENCY INFORMATION**

In case of emergency, call 911 immediately. The Aspen House address is **8550 North Entry Road, Baldwinsville**. It is located off of Willett Parkway in Radisson. Please contact Radisson personnel AFTER emergency has been called in.

Emergency contact information for Radisson personnel is posted on refrigerator and by front door.

Please have a cell phone available, there is NO PUBLIC TELEPHONE.

Renters should familiarize themselves and guests with locations of fire exists, alarms and extinguishers and Alarm System information. The fire alarm system information and emergency phone numbers are posted on the refrigerator and near the front door. Please locate and read upon arrival at Aspen House. If the **fire alarm** is activated for any reason, **you must evacuate** the premises until the Fire Department allows you to re-enter the building.

Aspen House has a sump-pump system for water drainage. The red bulb in the lounge is an indicator for the pump. If it comes on during your rental, you do not need to vacate the building, but please notify an RCA staff member on the emergency list.

**IMPORTANT REMINDERS**

\* Use of Alcoholic Beverages shall be ONLY in accordance with State Law and local regulations. Serving to anyone under the legal drinking age of 21 is illegal and prohibited. All Renters shall have a plan to control alcohol distribution for the safety and well-being of those attending.

\* Renter is responsible for returning Aspen House to its original set up and condition at conclusion of event. Facility cleaning and trash removal is the responsibility of the Renter. An **Exit Check List** will be provided at key pickup for use as a cleanup guide.

\* The Radisson Community Association is not responsible for any damages, loss or theft, or for any personal injury on the Aspen House premises. This, inclusive of any equipment or device brought to the premises by the renter or those in their party.



# Aspen House Community Center Use Contract

8550 North Entry Road (address for invitations/directions)

Resident/Member Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt Phn: \_\_\_\_\_ EMail: \_\_\_\_\_

Corp Park Employer: \_\_\_\_\_ (non-resident members only)

<p style="text-align: center;">_____ 20 _____</p> <h2 style="text-align: center;">RENTAL DATE</h2> <p>___ Full Day, 8am-1am, \$225</p> <p>___ Day Only, 8am-3pm, \$125</p> <p>___ Evening Only, 4pm-1am, \$125</p> <p>Setup and Cleanup must be completed <b><u>DURING</u></b> the Rental Period as entered here. Early entry/late departure is not permitted. Please plan accordingly.</p>	<p><b>Type of Event:</b> _____</p> <p>appx. #people: _____</p> <p>(up to 100 is comfortable, max 140)</p> <p><b>Key Pickup/Security Dep Date</b></p> <p>Thursday prior to event \$200 deposit must be cash or bear name of renter</p> <p><b>Tables &amp; Chairs</b></p> <p>8' banquet tables(12 avail) &amp; chairs(100 avail) for renter setup. Tables seat 8-10 people.</p> <p><u>Additional Tables by Request ONLY</u></p> <p># requested (0 unless otherwise indicated here)</p> <p>___ 60" round tables (5 avail). Seat 6-8.</p> <p>___ high-top bistro tables (3 avail). Standing/display. Details on back, fees apply.</p>
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**Use of the facility is limited to the date & rental period as specified on this contract.**

This agreement is made by and between the Radisson Community Association, Inc. and the Radisson resident/member ("Renter"). The parties agree as follows:

- \* The Renter acknowledges and agrees to abide by, the Rules and Regulations of the RCA Aspen House Use; a copy of which is attached and so forms a part of this agreement. Violations shall result in the immediate termination of privileges.
- \* The Renter shall also be responsible for payment of all costs of maintenance, agency service calls, cleaning and repair work to the building, its immediate property and land arising out of Renter's use and occupancy pursuant to this agreement.
- \* **ALCOHOLIC BEVERAGES:** Use of alcoholic beverages on RCA property shall be in accordance with State Law and local regulations. The SALE of alcohol is STRICTLY FORBIDDEN. All Renters shall have a plan to control alcohol distribution.
- \* The fee charged to Renter is for use and occupancy of the building and all of the covenants and conditions set forth in this Agreement. The rental fee is non refundable if cancellation is received 30 days or less prior to scheduled event. Fee applies.
- \* The Renter agrees to appropriate and proper use of only those areas specified in the agreement. Nursery school classrooms and equipment are strictly off limits.
- \* Signing RCA Member must be present at scheduled activity. Further, Renter hereby verifies that s/he is 21 years of age or older and assumes responsibility for the usage and actions of the individuals attending the event indicated. Renter agrees to indemnify and hold harmless RCA from any and all claims, causes of action, demands, judgments, costs and expenses (including attorney fees) arising from the use of the RCA facility specified.

**The Radisson Community Association is not responsible for any damages, loss or theft, or for any personal injury on the RCA premises.**

Rental Fee \$125/\$225	Due at time of contract, required to secure reservation. <b>Payment</b> must bear the name of the Renter. Refunds allowed only until 30 days prior to event; <b>\$10</b> processing fee applies. The RCA shall not be held liable for cancellations due to public emergencies and acts of nature.
Security Dep \$200	Due at key pickup. Refunded upon key return and AFTER satisfactory building inspection by RCA Staff.

Signing this contract confirms that I, the Renter, have read the terms of this contract, have read and received a copy of the Rules and Regulations for Aspen House Use and agree to comply with all items.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Total Due \$ \_\_\_\_\_

<b>RCA Use Only</b>								
03/2020	ROSY	WEB	CALDR	___ \$ \$ Dep	___ Chk/Csh	___ Dep Ret/ Dsty		
Staff Init	Contract Date	\$ \$ Amount	Chk#/Csh#	Key Pickup/Security	Staff Key#	Key Returned		

## Bistro Table Rental Agreement with Aspen House Community Center Contract

Make your event even more memorable with a great setup that includes some high-top bistro tables!

There are 3 tables available. \$10 each or 3/\$25, price includes table cloth and sash. Linens are available on a first come, first served basis.

Bistro tables will be set up at the Aspen House when you arrive. All other tables will need to be set up by you, the renter, and all are to be put back where they were found at the conclusion of your event. Please leave bistro tables set up as you found them.

Pick up linens in the office when you pick up the key. Any stains MUST be pretreated by the renter at the event. Stain treatment is under the kitchen sink at Aspen House. During clean up, please pile linens on one of the bistro tables. These will be inventoried and collected by RCA staff after your event, and will be laundered by RCA.

Fees will be deducted from security deposit for damages / missing items: \$50/table, \$10/linens.

**Color Choices**  
sample colors available

Table Cloth	Sash
White	White
Black	Black
Ivory	Ivory Lt
	Pink Lt
	Blue Lt
	Yellow
	Gold
	Silver
	Champagne
	Hot Pink
	Red
	Burgundy
	Sage Green
	Navy
	Orange
	Turquoise



Signing this confirms that I, the Renter, have read the terms of use of the requested items in conjunction with use of the Aspen House and agree to comply with all items.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Tables: \_\_\_\_\_ Table Cloth Color: \_\_\_\_\_ Sash/Tie Color: \_\_\_\_\_ Amt Due: \$ \_\_\_\_\_

*Items are available on first-come, first-served basis. Color choice will be confirmed at time of contract/agreement.*

**RCA Use Only**

_____ Staff Init	_____ Contract Date	_____ \$\$ Amount	_____ Chk#/Csh#	_____ Linen Pickup Date	_____ Staff	_____ Linens Returned
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- - - if not paid at time of contract - - -