

# TOWN OF FARMINGTON

## MERTENSIA PARK LODGE

1438 MERTENSIA ROAD

EMERGENCY NUMBER ONLY (585) 406-7542 This number is to be used only in the case of a true emergency.

-If you have any questions prior to your reservation, contact the Town Clerk's Office at 315-986-8100

## RENTAL PROCEDURES & POLICIES

1. Maximum capacity is 98 and the lodge is handicapped accessible with heat/air conditioning, indoor bathrooms, and a kitchen complete with an oven/stove, refrigerator, microwave, and sink.
2. Lodge hours are 8:00 AM - 10:00 PM. Park Hours are 6:00AM - 10:00PM. **\*\*PREMISES WILL BE VACATED BY 10PM\*\***  
The building is secured and alarmed. You are only permitted in the building during your scheduled time and at no time prior to or after your reservation time.
3. Prohibited acts include (but are not limited to): gambling, smoking, consumption of alcoholic beverages, and defacement of property. Music is allowed but amplified live music and unusually loud-recorded music are prohibited.
4. Reservations are for the lodge only; other "non-reserving" persons may utilize the park's playground and fields.
5. Reservations are required to reserve the lodge and can be made by contacting the Town Clerk's Office at (315) 986-8100, during regular business hours: 8:00 AM - 4:30 PM Monday thru Friday. Reservations will be accepted on a first come, first serve basis each year beginning January 2nd thru January 31<sup>st</sup> for Farmington residents (proof of residency is required) and Farmington businesses only. Reservations for all others will begin the first business day in February.
6. All persons reserving the lodge must be 21 years of age and must comply with the Town of Farmington Code (Chapter 05), regarding "Parks", at all times. The person reserving the lodge will be responsible for all damages to the lodge and its contents and agrees, as a condition for the granting of the reservation, to indemnify the Town of Farmington for all such damages. This person will be responsible for picking up the key to the lodge and shall remain on the premises for the duration of the event. Non-observance of the rules, procedures, policies and the Town's Code, pertaining to the use of the lodge, shall be subject to such penalties as may be set forth in said rules, procedures, policies and the Town's Code.
7. The cost for reserving the lodge is \$150.00 for residents and \$250.00 for non-residents and businesses, plus an additional refundable \$100.00 clean-up/key deposit. Rental fee is required five (5) business days' from the date the reservation is made. If payment is not received during said period, the reservation will automatically be cancelled. After that period, the Town will retain a 20 cancellation fee. The clean up/key deposit is required at the time the key is picked up. The \$100.00 deposit will be returned once it has been determined that procedures were followed and the lodge has been left in its original condition (approximately 3-4 weeks from the event date to allow for Town Board approval). All payments need to be made via cash, check or money order.
8. The lodge, or any Town Park for that matter, shall NOT be used for personal profit. The sale of any item or service, within the boundaries of Town properties, is prohibited without the express written permission of the Town of Farmington. Any such sales intent must be specifically stated at the time of the reservation request. Any food sale or service to the public, receiving approval by the Town, must be in compliance with the standards and regulations of the Department of Health at all times.
9. The following clean-up procedures are to be followed in order to insure the return of your \$100.00 deposit. Failure to comply will result in automatic forfeiture of said deposit.
  - Floors to be swept and mopped
  - Bathrooms to be wiped down, swept and mopped
  - Entire kitchen area (counters, sink) to be wiped down
  - Tables and chairs are located in designated storage areas and it is the responsibility of the Renter(s) to set up, clean off, take down and return to respective storage areas.
  - Garbage to be bagged and tied for disposal
  - Outside litter produced from Reservation (to include cigarette butts) needs to be picked up.

Broom, mop, bucket and garbage bags will be provided; you are responsible for bringing your own cleaning supplies.

10. The Town of Farmington reserves the right to restrict or limit use of any park or property by any group/individual.