

## Lyme Community Center

### Usage Suggested Donations

The Copley House (Lyme Community Center) is available for both private and public gatherings.

Suggested donations:

Lyme Community Public Organizations (Scouts, Church, Clubs): Free

Private event (weddings, showers, parties, holiday events): \$50 per four hours of use.

Lessons/classes: \$50 per four hours of use or \$5 for each participant which can possibly be waived with board approval.

### Expectations for Proponents

- The Lyme Community Center (Copley House) is a tobacco free zone.
- LCC expects the proponent to make arrangements to insure they leave the House as clean or cleaner than they found it.
- For gatherings of more than fifty people involving alcohol, documentation of a cleaning contract must be submitted to the LCC staff.
- Proponents may bring in furniture to meet the needs of their gathering. A limited number of folding chairs and craft tables are available to use.

- All proponents of gatherings are required to take their trash with them (please do not leave trash in the garage cans.)
- All items brought in for a gathering (i.e. food, serving pieces, linens, furniture, tents, porta-johns, etc.) must be promptly removed from the premises within the scheduled time.
- Set-up and tear-down is the responsibility of the proponent.
- The proponents of the gathering are responsible for arranging and paying vendors for everything they require to include music, tents, flowers, photography etc.
- Inclusion of pets or domestic animals will be determined on an event by event basis. Owners will clean up after their animals.
- There is no parking on the lawn. Event proponents will be responsible for damage to the landscape associated with parking infractions.
- The Copley House is a historical building. Proponents may not tape or nail items to the walls. Several easels are available for displays and can be found in the closet by the front door.
- A limited kitchen is available for use.
- LCC Contacts are
  - Kathie Carr (315)778-3672 [kacarr140@gmail.com](mailto:kacarr140@gmail.com)
  - Beth Wagenaar [LymeCCPrograms@gmail.com](mailto:LymeCCPrograms@gmail.com)

# Lyme Community Center Usage Agreement

Dates and Times: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternative Phone Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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