

Lyme Community Center

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

Donations are accepted and greatly appreciated. All donations go into the maintenance and sustainment fund of the Copley House to ensure continued community use.

Expectations for Proponents

- The Lyme Community Center (Copley House) is a tobacco free zone.
- LCC expects the proponent to make arrangements to ensure 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 contact: **Maria White** 315-778-3233 mrosewhite@yahoo.com

Today's Date: _____

Lyme Community Center Usage Agreement

Date and time of Event: (please include setup and clean up time)

Date and time of setup: (if different than above)

Organization/Individual: _____

Description of Event: _____

Number of Attendees: _____

Rooms requested: _____

Contact Person: _____

Full Address: _____

Email Address: _____

Phone Number: _____

My organization and/or I will abide by the expectations for proponents as listed on this form.

Printed Name: _____

Signature: _____

Donation: _____

LCF affiliate or Board Member approval: _____