



FINGERLAKES MALL

ROOM RENTAL REQUEST

Please fill out this form as completely as possible. We understand that everything is subject to change. For your information, please read the **Rules for Fingerlakes Mall Room Rentals located on the next page.*

CONTACT PERSON

Name: _____

Phone: _____

Address: _____

Email: _____

ORGANIZATION (if applicable)

Name: _____

Address: _____

Please give a brief description of your organization: _____

Are you a non-profit organization recognized by the Internal Revenue Service (Code #501c)? **Yes** or **No**

RENTAL INFORMATION

Date: _____ Time: _____ Rental is (please choose): ONE TIME or RECURRING

Can you provide insurance: YES NO (if no, Hold Harmless agreement will be required.)

Brief description of event/meeting: _____

SPACES REQUESTED (Check any you are interested in.)

Business Center _____

Minimum \$100 for 3 hours (\$25 per extra hour)

Seats: 36 Maximum Capacity: 50

Includes: 6-8ft tables, 36 chairs, 1 desk

Community Room _____

Minimum \$125 for 3 hours (\$50 per extra hour)

Seats: 50 Maximum Capacity: 50

Includes: 8-8ft tables, 50 chairs, 1-6ft table

**If these rooms don't suit your needs, we have larger venues available for rental.*

RENTAL EQUIPMENT (Circle any you are interested in.)

The following are available at an additional charge. You may also bring your own.

Tables (6 included in Business Center; 8 included in Community Room)

Chairs (36 included in Business Center; 50 included in Community Room)

PA System (includes 2 speakers and 1 microphone)

Projector and/or Screen

Stanchions

Extension Cords

Tablecloths

Will you need the promotional doors opened to bring items inside? YES NO

Form completed by: _____ Date: _____

I have read and understand the Rules for Fingerlakes Mall Room Rentals on the following page.

Signature: _____

*Contact Renay Kelley with any questions at 315-255-1188 or marketing@fingerlakesmall.com.

(updated July 2021)



RULES FOR FINGERLAKES MALL ROOM RENTALS

The following is a list of Rules for renting the Business Center and Community Room. Please look them over prior to making your reservation. Once your reservation is made, you will sign and receive a copy of the full list.

1. **The rooms are available to rent for public use** Monday through Saturday 10:00am to 7:30pm and Sunday 11:00am to 5:30pm.
2. **To reserve the date, we require a \$25 non-refundable deposit** via cash or credit. All reservations are handled on a first come, first serve basis. The remaining balance is due a minimum of 7 days prior to the event, or it will be cancelled.
3. **Set-up and clean-up time is included within the 3-hour rental period.** Renter is responsible for disposing of all trash in the receptacles provided in the room, wiping off tables and clearing the floor of any debris (a vacuum can be provided upon request). Please note that if the room is not left in the same condition as it was received, you will be charged a \$100 cleaning fee.
4. **The wearing of face masks** is strongly encouraged for those guests that have not been fully vaccinated for COVID-19 as per current CDC guidelines.
5. **All children under the age of 18 must have adult supervision** at all times and are not to be left unattended at any time.
6. **Food that is available in the Food Court** is not allowed to be brought in from the outside. They must be purchased from that restaurant.
7. **Absolutely no alcoholic beverages** or other intoxicants, including marijuana/cannabis, are allowed on the property.
8. **Decorations are not allowed** to be hammered, stapled, or tacked to the walls. Tape is allowed but must be removed when cleaning up. **Confetti, bubbles, silly string, glitter, rice, and birdseed are not allowed.**
9. **The mall is not responsible for any personal items** that are lost, stolen or damaged.
10. **Fingerlakes Mall employees** have the right to enter the premises as needed.
11. **The Code of Conduct and Hold Harmless Agreement** that is signed by the renter, applies to both the renter and all guests. Anyone that violates our Code of Conduct will be asked to leave. Mall Management reserves the right to refuse rental requests at any time.
12. **All local, state, CDC and Health Department regulations are to be followed while renting the room.**

(updated July 2021)

For Office Use Only

<u>Copies:</u>	<u>Marketing Director</u> <input type="checkbox"/>	<u>General Manager</u> <input type="checkbox"/>	<u>Maintenance Supervisor</u> <input type="checkbox"/>
	<u>Security Manager</u> <input type="checkbox"/>	<u>Operations Manager</u> <input type="checkbox"/>	<u>Accounting Dept</u> <input type="checkbox"/>

Date Distributed & Initials ____/____/2021