

**Please print, complete and mail or deliver this form to:**

**Village of Westfield  
23 Elm Street  
Westfield, NY 14787**

\*\*\*RULES FOR EASON HALL AUDITORIUM USE\*\*\*

**APPLICANTS:** PLEASE KEEP THIS FORM FOR YOUR REFERENCE  
WHEN UTILIZING THE AUDITORIUM.

**ALL RECREATIONAL ACTIVITIES SHOULD REMAIN IN THE AUDITORIUM  
ONLY!!**

No balls or other equipment should be taken into the hallway. **No sitting on tables.**  
**ANY DAMAGES TO THE BUILDING SHALL BE DIRECTLY CHARGEABLE TO  
THE USER.**

**KEY:** The key to the building should be picked up from the Deputy Village Clerk's Office before 4:30 P.M. on Friday for weekend usage. Key can be placed in mail slot by front door marked "Village Mail" when group leaves the building.

**VALUABLES:** The Village is not responsible for valuables left here.

**LIGHTS:** There are two switches just inside the auditorium on the right for the mercury vapor lights. These lights take 10-15 min. to reach full power and same to cool down after turning off. Therefore, DO NOT TURN THE SWITCHES ON AND OFF AND ON AGAIN IN RAPID SUCCESSION. THIS WILL THROW THE CIRCUIT BREAKER OFF. If for any reason one or both rows of lights don't come on, check the breakers located in the balcony on the back wall of the kitchen. The switches for the balcony lights are numbered 5 & 7 on the panel on the north wall of the Auditorium. All other switches should remain in the same position. When leaving the building, be sure ALL lights are turned off (including restrooms),

**EXCEPT the fluorescent ceiling fixtures in the main hallway.  
These two lights remain on overnight.**

**NO SMOKE OR FOG MACHINES PERMITTED!!**  
**NO ALCOHOLIC BEVERAGES ARE ALLOWED IN EASON HALL UNLESS APPROPRIATE  
CERTIFICATE OF INSURANCE IS PROVIDED AND APPROVED IN ADVANCE**

**FOOTWEAR:** PLEASE, only rubber soled shoes, sneakers, or stocking feet during athletic activities in the Auditorium.

**TABLES & CHAIRS:** There are approximately 90 chairs and 15 tables available for Eason Hall activities. WE DO NOT ALLOW THE CHAIRS AND TABLES TO BE TAKEN FROM THE BUILDING.

**NO NAILS, TACKS, PINS OR TAPE SHALL BE ATTACHED TO THE WOODWORK OR WALLS.**  
The Auditorium provides space for many different activities and groups. Each one must share the responsibility for taking care of the facility. If there are any questions or, **if you notice any damages before you begin your function**, (and/or any damage that might occur during your activity), please contact Venn Blakely, Recreation Director, at 326-4243 and leave a message on his voice mail, or please contact the Police Department at 326-3375, located in the rear of the Auditorium.

**CLEAN UP:** Each group using the Auditorium is responsible for properly disposing of their litter (gum, candy wrappers, pop cans, etc...) LEAVE AUDITORIUM AS YOU FOUND IT (i.e. RETURN TABLES, CHAIRS TO THEIR STORAGE AREA, TURN HEAT BACK DOWN TO 60\_).

**LOCK UP:** Please check side doors of the Auditorium to be sure they are pulled tightly shut. Be sure the front door has been securely locked before leaving the building.

**CANCELLATION:** If for any reason your group should change their plans and not need the Auditorium at their reserved time, PLEASE contact the Village Office as early as possible so that someone else might use that time period

APPLICATION FOR USE OF EASON HALL FACILITIES

Name of Applicant/Organization

Contact Person Telephone

Address

Room(s): \_ Auditorium \_ North Room \_ Balcony/Kitchen \_ Other

Time: from to

Date Needed

Type of Activity (Age Group, if a Student Dance)

Anticipated Number of Participants

Will Alcoholic Beverages be consumed? \_ Yes \_ No

Admission \_ Will be charged \_ Will not be charged
Any receipts in excess of expenses will be used for (please be specific):

NO SMOKE OR FOG MACHINES !!

I have read and agree to comply with the "Rules for Use of Eason Hall Facilities", and further agree to hold the Village harmless for any and all liability for injuries to persons or damage to property.

Authorized Signature/Date

\_ Approved \_ Disapproved Reason

\_ \$100 Refundable Deposit by check to guarantee cleanup Date Received

\_ Final Fee for Room Usage Date Received
(\$25=up to 2 hours; \$50=2-4 hours; \$100=more than 4 hours)

PROFIT MAKING GROUPS=\$100 PER USE. NORTH ROOM FEE=\$25
BALCONY/KITCHEN FEE=\$25

\_ Certificate of Insurance Required Date Received

(Minimum Required \$300,000.00)

FOR OFFICE USE ONLY

Comments: