



Orchard Park Community Activity Center Gymnasium



Single Court: (1 basketball, 1 volleyball, 2 pickleball)

RES first Hour / additional hour \$60 / \$50
 NON RES first Hour / additional hour \$85 / \$70

Full Gym (2 basketball, 2 volleyball, 4 pickleball)

RES first Hour / additional hour \$110 / \$90
 NON RES first Hour / additional hour \$160 / \$130

- ◆ **Gym courts may be rented by the hour for sports and recreational activities. See gym rules and guidelines on reverse.**
- ◆ **Max capacity per court (for traditional gym activities) = 123***
 *capacity may vary based on setup requirements
- ◆ **Discounts are available for seniors, active duty military and veterans.**

1. Complete **Facility Use Request** for each space / program request.
2. Submit your completed application to the Activity Center Coordinator.
3. Requests for use of gyms will be reviewed on a seasonal basis. See reverse for details.
4. If space is available and your event dates are approved, you will be notified by the Activity Center Coordinator and asked to provide payment and appropriate certificate of insurance. **Facility Use Permit can not be issued until payment and insurance requirements are met.** (Acceptable forms of payment: Cash, Check, and Credit.)
5. Cancellations **must be emailed** to opcac@orchardparkny.org at least 48 hours prior to scheduled event to be eligible for refund.

Contact:

Activity Center Coordinator:

OPCAC@orchardparkny.org

716-662-6400 ext. 4520

FAX: 716-662-1319

4520 California Road
 Orchard Park, NY 14127

GYM SCHEDULING SEASONS

<u>Season</u>	<u>Dates</u>	<u>Requests Due</u>	
Fall	Sept – Nov	August 1	* resident requests will receive priority provided they are received by due date above
Winter	Dec-Mar	October 1	
Spring	April-June	March 1	**requests received after the due date will be reviewed on a space available basis
Summer	July-Aug	June 1	



OP Community Activity Center Gymnasium Rules and Scheduling Guidelines

General

- Orchard Park Community Activity Center will provide tables and chairs when requested.
- Protective coverings must be used on all tables for events involving food, arts/crafts, and any other messy material. Table coverings must be provided by the rental group.
- All rooms/ gyms must be left in the manner in which they were found. An additional fee of \$50 will be assessed for housekeeping for rooms not left in a reasonable manner or for damages.
- No tape, tacks, etc. are to be used on walls, windows, curtains, blinds, or woodwork. The use of confetti is prohibited, and decorations are not to be tied, taped, wrapped or wired to the ceiling in any way.
- The use of helium balloons is prohibited in the lobby area as optical beam smoke detectors may be triggered causing an unnecessary fire alarm and building evacuation.
- Trash receptacles will be made available; extra liners will be in the bottom of the receptacle.
- The Orchard Park Community Activity Center is a tobacco free facility.
- Children must be supervised by adults at all times.

Gym:

- There is no food or drink permitted in the gym with the exception of water.
- Sneakers with rubber soles only are permitted on the courts.
- Organizations are required to provide their own equipment. Town of Orchard Park is not responsible for theft or vandalism of equipment left unattended.
- Hanging on basketball rims is prohibited.
- Baseball – no batting practice or soft toss into wall pads; use of indoor quality balls only ie. tee balls, tennis balls, IncrediBalls
- Baseball – protective floor mats must be used under catcher's equipment.
- Lacrosse – use tennis balls only.
- Gym damage should be reported to the Community Activity Center Coordinator immediately.
- Groups should not arrive any more than 10 minutes before their stated "start" time.
- Groups are expected to conclude activities by the stated "end" time on their permit. Any cleanup should take place prior to the "end" time.
- Please use the lobby viewing area to gather as needed before and after allotted gym time.
- Renting party is required to monitor bathrooms.
- Renting party must stay on premises until all youth participants have been picked up.

GYM SCHEDULING SEASONS

<u>Season</u>	<u>Dates</u>	<u>Requests Due</u>
Fall	Sept – Nov	August 1
Winter	Dec-Mar	October 1
Spring	April-June	March 1
Summer	July-Aug	June 1

** resident requests will receive priority provided they are received by due date above*

***requests received after the due date will be reviewed on a space available basis*

**Contact the Activity Center Coordinator:
OPCAC@orchardparkny.org or 716-662-6400 ext. 4520**