TOWN OF CAMBRIA COMMUNITY ROOM USE APPLICATION
4160 UPPER MOUNTAIN ROAD, SANBORN, NY 14132
www.townofcambria.gov 716-433-7664

ANIMALS OF ANY KIND ARE NOT PERMITTED IN THE COMMUNITY ROOM
****THERE IS NO STOVE/OVEN ~ ONLY A REFRIGERATOR & MICROWAVE****

Payment & application must be received within 2 weeks of booking the room or else you will forfeit your reservation.

APPLICANT: _____

EMAIL: _____

ADDRESS: _____
Street City Zip

CONTACT PHONE NUMBER: _____

SPECIFIC PURPOSE OF USE: _____

DATE (S) REQUESTED: _____

NUMBER OF PARTICIPANTS: _____ HOURS OF USE: _____am/pm - _____am/pm

*****Upon my signature, I hereby acknowledge I have read rules/ guidelines governing the use of Cambria's Community Room; accept responsibility for compliance with said rules; maintain that this event is not for profit and no animals will be present during the time frame the room is rented and I acknowledge that all fees for reservation of the Community Room are NON-REFUNDABLE.**

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

RECEIVED BY: _____ DATE: _____

AMT. RECEIVED: _____ RECEIPT #: _____ PAID BY: CASH CHECK CREDIT CARD

**** IT IS YOUR RESPONSIBILITY TO PICK UP THE KEY BEFORE YOUR SCHEDULED EVENT****

Key may be picked up on the day of the event or on the Friday prior to a weekend event.
OFFICE HOURS ARE MONDAY – FRIDAY 8:00 AM – 4:00 PM.
*** Holidays may affect office hours***

form updated 11/04/2026

RULES/GUIDELINES FOR COMMUNITY ROOM

1. Use of the Community Room is coordinated through the Town Clerk, with concurrence of the Town Board. The Town Board reserves the right to refuse use of the building to any group.

2. Keys to the Community Room are signed out from the Town Clerk. Immediately following the event, or no later than the next working day, return the key. Key may be dropped in the night deposit box outside the Town Hall entrance.

3. The use of tacks, pushpins, staples or any other adhesive is not permitted for use on the walls of the Community Room.

4. ***No smoking/vaping*** is permitted in the building.

5. ***No alcoholic beverages whatsoever*** are permitted on the premises of Town of Cambria property.

6. The capacity of the room is ***not to exceed 75 persons***.

7. Vehicles are to be parked in designated parking lot only, as per Town Ordinance.

8. The room must be left as found (tables and chairs set up or taken down). Tables and chairs should be lifted and carried, not dragged across the floor.

9. All "spills" (coffee, pop, etc.) to be cleaned thoroughly. Entire room must be swept following use. The bathrooms must be cleaned thoroughly, as well.

10. All debris must be picked up and disposed of properly, and all garbage receptacles emptied. **The user of the Community Room is responsible for taking the garbage with them upon leaving the building.**

11. Any food spills in the refrigerator must be cleaned properly. The sink and strainer must be cleaned, as well**. NO FOOD/DRINK SHOULD BE LEFT IN THE REFIGERATOR OR FREEZER.**

12. You must bring your own cleaning supplies and garbage bags.

13. Minors are not permitted to use the facility unless under the direct supervision of an adult at all times.

14. Lock all doors and close windows upon departure. Clean fingerprints off glass entrance doors when necessary.

15. For any problems with the mechanical elements of the room that need immediate attention, phone Steve Kroening at 716-471-4903. All other problems should be reported to the Town within 24 hours (highway@townofcambria.gov or 716-433-7664 x124).

16. **ANIMALS OF ANY KIND ARE NOT PERMITTED IN THE COMMUNITY ROOM.**

17. Room rental is for one day only – Please be courteous for the person renting the room after you.