



HOST YOUR EVENT HERE!

CAMP EASTMAN FACILITY RENTALS

Camp Eastman • Irondequoit, NY
585-336-6070 • Recreation@irondequoit.gov



★ \$50 Refundable Security Deposit Required with All Rentals ★

FACILITY RENTAL RATES

Kusak Lodge & Wayne Spies Conference Center

Rental Time	Day(s) of the Week	Resident Rate	Non-Res. Rate
10:00am – 9:45pm	Sunday – Saturday	\$210	\$245
9:00am – 3:00pm	Monday – Thursday	\$180	\$215
4:30pm – 9:45pm	Monday – Thursday	\$160	\$195
4:30pm – 9:45pm	Friday	\$185	\$220

Ontario, Rotary, Veterans & Kiwanis Cabins

Rental Time	Day(s) of the Week	Resident Rate	Non-Res. Rate
10:00am – 9:45pm	Sunday – Saturday	\$190	\$225
9:00am – 3:00pm	Monday – Thursday	\$160	\$195
4:30pm – 9:45pm	Monday – Thursday	\$140	\$175
4:30pm – 9:45pm	Friday	\$165	\$200

POLICIES & IMPORTANT NOTES

Closed Dates:

Camp Eastman is closed on Good Friday, Easter Sunday, Thanksgiving Eve, Christmas Eve, Christmas Day, and New Year's Eve. Open on all other Town Holidays.

Security Deposit

A \$50 security deposit is required in addition to the rental fee. Returned if facility is left in good condition.

Refund Policy

Written notice required 20+ calendar days before event. \$35 processing fee applies. NO REFUNDS within 20 days.

Balloon Fee

A \$35 fee is required to use balloons inside the facility.

<https://irondequoit.recdesk.com/> | 585-336-6070 | Recreation@irondequoit.gov

Reservations not confirmed until approved and payment receipt is issued. Must be 21+ to rent.



CAMP EASTMAN AMENITIES

CAMP EASTMAN LODGE & CABIN RENTALS – TOWN OF IRONDEQUOIT
585-336-6070 • recreation@irondequoit.gov



Kusak Lodge / Conference Center



- ✓ Two Indoor Restrooms
- ✓ Full Size Stove & Microwave
- ✓ Refrigerator with Freezer
- ✓ 17 Oblong (5 ft.) Tables

- ✓ Seating for 70 in Kusak Lodge
- ✓ Seating for 80 in Conference Center
- ✓ Two Stationary Charcoal Grills

Rotary / Veterans / Kiwanis Cabins



- ✓ One Indoor Restroom
- ✓ Full Size Stove & Microwave
- ✓ Refrigerator with Freezer

- ✓ 15 Oblong (5 ft.) Tables
- ✓ Seating for 60 Guests
- ✓ Two Stationary Charcoal Grills

★NEW★ Ontario Cabin



- ✓ One Indoor Restroom
- ✓ Full Size Stove & Microwave
- ✓ Refrigerator with Freezer
- ✓ 11 Oblong (5ft.) Tables
- ✓ Seating for 49 guests
- ✓ Covered Outdoor Porch Area
- ✓ Air Conditioning & Ceiling Fans

Park Area Amenities



- ✓ Playground Area & Green Space for Activities
- ✓ Splash Pad (Memorial Day to Labor Day)
- ✓ Nature Trail & Short Walk to Lake Ontario
- ✓ Outdoor Restroom Facility

Amenities Not Provided

- Table Covers & Serving Utensils
 - Cookware (Pots and Pans)
- Dishwashing items including dish towels and soap
 - Coffee pot and accessories
 - Charcoal and grill accessories
 - Picture/Banner hanging materials
- Cleaning products (spray, paper towels, etc.)

CAMP EASTMAN FACILITY RENTALS

Rental Application & Regulations Packet

PART 1 — RENTAL APPLICATION

Applicant Information

Organization / Person Name:

Mailing Address:

City, State, Zip:

Phone Number:

Email Address:

Event Details

Facility Requested:

Nature / Purpose of Event:

Balloons? ☐ YES (\$35 fee) ☐ NO

Reservation Dates & Times

Date(s) Requested	Start Time (incl. set-up)	End Time (incl. clean-up)	No. of Guests	Total Charge

Required Documentation

- Please include the following with your application:
- Signed liability waiver
 - Certificate of Insurance: \$1,000,000 liability — Town of Irondequoit listed as additional insured
 - Health Department Permit (required if preparing food on site)

PART 2 — RENTAL REGULATIONS

IN CASE OF EMERGENCY

CALL 911

Non-Emergency (Mon–Sun until 3:00 PM): 585-478-1968
Non-Emergency After Hours Answering Service: 585-336-6090

This rental is subject to the following rules and regulations. Violation of any rule may result in immediate cancellation of the rental and forfeiture of the security deposit.

1. This rental application is not transferable. The person named as renter must be on the premises at all times and is responsible for leaving all park and recreation facilities in a clean and orderly condition. The Security Deposit or portion thereof will be kept if the facility is not cleaned. The facility must be left in good condition:
 - a. All garbage, including from bathrooms, must be disposed of in the dumpsters located across from the parking lot.
 - b. All tables and chairs must be cleared of litter. Tabletops must be wiped down and pushed to the perimeter of the exterior walls. Chairs must be folded and returned to the chair rack.
 - c. The floor must be swept and free of debris.
 - d. The kitchen area and restrooms must be free of matter brought in by the group and left clean (stove top, oven, refrigerator, and sink).
 - e. Remove all decorations and tape.
 - f. Signs are not permitted on Town property, with the exception of “Birthday Party Here” signs. These shall not be attached to park signs and must be removed after the event. Signs not removed may incur additional fees.
2. The use of this facility is for family, church, school, civic, or company use and is not to be used for personal gain or ticketed events.
3. Applicant must be twenty-one (21) years of age or older to rent. Selling of alcoholic beverages in any Town facility is strictly prohibited. Renter is responsible for ensuring attendees comply with minimum alcohol use laws.
4. The Town of Irondequoit staff reserves the right to determine to whom rental agreements are issued, to revoke said agreements, determine privileges for future rentals, and has complete jurisdiction over all Town property.
5. Parks facilities open at 10:00am and close at 9:45pm sharp. **Failure to vacate premises at 9:45pm will result in forfeiture of security deposit.**
6. Renters cannot block entrances or exits to the buildings.
7. There is no use of tobacco or tobacco-related products within the buildings or areas immediately outside. Smoking areas are designated by the dumpster areas on site. Recreational marijuana is not allowed on the property.
8. When using a tent or canopy it shall not exceed 10ft x 10ft. No more than one tent is permitted. Additional tents will be required to be removed and the security deposit will be forfeited.
9. Bounce houses and inflatables of any kind are prohibited.
10. Open fires are not permitted in the park. Firepits or the like of any kind are not permitted.
11. Pyrotechnics of any kind are NOT PERMITTED on the grounds.
12. Offensive conduct by anyone in your gathering is grounds for revocation of the rental agreement and forfeiture of the security deposit. This includes obscene language, public intoxication, or similar behavior as deemed by the caretaker/groundskeeper and law enforcement.

- 13. Vehicles are to be parked in designated parking areas only. The access road along the cabins is available only for loading/unloading and dropping off guests requiring mobility assistance. No vehicles on playgrounds or grassy areas.
- 14. The Town of Irondequoit will not be liable for any injuries or liabilities incurred by users of the facility.
- 15. Renter is responsible for providing their own cooking utensils, oven mitts, pots and pans, sponges, towels, dish soap, extra trash bags, and cleaning supplies.
- 16. Renter is responsible for arranging provided tables and chairs inside the building as desired. No tables or chairs may be taken outside.
- 17. All activities must be supervised in common or surrounding grounds. Children aged 12 and under must be supervised by a responsible adult while using the splash pad and playground areas.
- 18. Dogs and cats are permitted on the grounds if held on a leash. Domestic animals are NOT PERMITTED in the buildings per Irondequoit Town Code 164.6(f). Service animals permitted only with proper documentation.
- 19. Amplified sound is NOT to be heard outside of the facility.
- 20. Please note that the facilities are NOT air conditioned. The thermostat is set at 68 degrees in the winter months.
- 21. Balloons (helium or otherwise) are not permitted in buildings except by permit (with \$35 fee paid in advance) and must be removed by the renter at the end of the event. No confetti inside balloons. Balloons remaining in the facility at end of event will result in forfeiture of deposit.
- 22. Use of confetti, glitter, and rice is strictly prohibited in all facilities and park areas.
- 23. Decorations shall be attached in ways that do not damage walls, paint, or flooring. All adhesive materials (tape, sticky tack, etc.) must be removed from all surfaces prior to leaving. No staples, pins, nails, or duct tape of any kind are permitted. Security deposit will be forfeited if these items are used.

PART 3 — APPLICANT SIGNATURE

By signing below, I/we agree to abide by all guidelines, terms, and conditions listed in this document, pay all applicable fees, and cover the cost of any damage to Town of Irondequoit property.

Signature of Applicant

Date

Submit completed applications to: [Irondequoit Recreation, 1301 Lakeshore Blvd, Rochester, NY 14617](#) | recreation@irondequoit.gov

FOR OFFICE USE ONLY

Date Entered: _____ **Total Amount:** _____ **Payment Type:** _____ **Staff Initials:** _____