

CELEBRATE WITH US!

IRONDEQUOIT COMMUNITY CENTER

450 Skyview Centre Parkway, Suite 200 • Rochester, NY 14622

PARTY COMBO PACKAGES

Package	What's Included	Genesee Room	Seneca Room
GO TIME	Party Room – 3 Hours	Resident \$165 Non-Res \$195	Resident \$225 Non-Res \$255
CELEBRATION	Party Room – 3 hrs 2/3 Gym – 2 hrs	Resident \$238.50 Non-Res \$292.50	Resident \$292.50 Non-Res \$346.50
REC 'N' ROLL	Party Room – 3 hrs Turf – 2 hrs	Resident \$265.50 Non-Res \$310.50	Resident \$319.50 Non-Res \$364.50

AVAILABLE PARTY RENTAL TIMES	PLEASE NOTE
Saturday: 10:00 am–1:00 pm or 2:00 pm–5:00 pm Sunday: 12:00 pm–3:00 pm	<i>No outside equipment permitted in gym or turf without prior approval at reservation.</i>

ADD-ON KITS (available with room rentals only)

Party Helper Pack – \$35	10 Juice Boxes or Water • Rec Gift Bag • Themed Tablecloth & Birthday Banner (Themes: Happy Birthday, Superhero, Princess, Dinosaur) Extra beverages & paper goods (groups of 10) +\$10/group
Birthday Maker – \$5	Digital Invite • Digital Birthday Message on Smart Board
Caffeine Kick – \$15	1 Airpot Coffee • Creamer & Sugar • 10 Disposable Cups
Turf Kit – \$25	Jenga • Tic Tac Toe • All Soft Play • Hula Hoops • 2 Soccer Goals • Ring Toss • Connect 4
Nerf Kit – \$50	Blasters • Darts • Safety Goggles • Soft Play Items
Gym Kit – \$25	Bag of Sports Balls • Push Scooters • Cones • Rack of Basketballs • Mini Basketball Hoops
Pickleball or Volleyball Kit – \$25	Nets • Balls • Paddles (if needed)

*** \$50 Refundable Security Deposit required per room at time of booking ***

★ 20% DISCOUNT — Nonprofit Organizations, Town Organizations & Military Members ★

IRONDEQUOIT COMMUNITY CENTER – RENTAL FEES & AMENITIES

COMMUNITY SPACE RENTALS

Room	Capacity	Resident Rate	Non-Res Rate	Amenities
Genesee Room 831 sq ft	55	\$55/hr	\$65/hr	9 Rectangle Tables (6'x2') 28 Chairs • Fridge, Sink, Counter • Screen
Seneca Room 1,336 sq ft	89	\$75/hr	\$85/hr	9 Rectangle Tables (6'x2') 34 Chairs • Fridge, Sink, Counter • Screen
Pre-K Room 1,000 sq ft	20	\$50/hr	\$60/hr	6 Rectangle Tables (4') 24 Kid Chairs • 2 Sinks • Screen • Private Bathroom
Dining Room 1,908 sq ft (Mon–Thu)	127	\$100/hr	\$130/hr	11 Round + 4 Rectangle Tables • 83 Chairs Skylight • Podium • Screen • Fridge/Sink/Full Kitchen Microphone
Dining Room (Fri–Sun)	127	\$120/hr +\$115 flat Kitchen	\$150/hr +\$115 flat Kitchen	\$100 refundable security deposit for Dining Room

GYMNASIUM / TURF RENTAL FEES & AMENITIES

No hardballs, bats, outside equipment, or inflatables permitted

Room	Capacity	Resident Rate	Non-Res Rate	Amenities
Gymnasium 1/3 2,385 sq ft	48	\$35/hr	\$50/hr	1 Pickleball Court • 1 Basketball Hoop
Gymnasium 2/3 4,240 sq ft	85	\$50/hr	\$65/hr	2 Pickleball Courts • Half-Court Basketball (1 Hoop)
Gymnasium Full 6,625 sq ft	132	\$70/hr	\$85/hr	3 Pickleball Courts • Full Court Basketball • Volleyball Court
Indoor Turf 3,067 sq ft	62	\$65/hr	\$75/hr	Turf Field

\$50 Refundable Security Deposit charged with all rental fees • Please plan sufficient time for set-up and clean-up

★ 20% DISCOUNT — Nonprofit Organizations, Town Organizations & Military Members ★

COMMUNITY CENTER RENTAL APPLICATION

This reservation is not confirmed until approved by the authorized recreation designee and a payment receipt has been issued. A confirmation email will be sent once finalized. The person listed must remain on premises for the duration of the rental and assumes all responsibility.

HOURS AVAILABLE FOR FACILITY RENTALS

Day	Available Times
Saturdays	10:00 am – 1:00 pm or 2:00 pm – 5:00 pm
Sundays	12:00 pm – 3:00 pm
Weekdays	7:00 am – 7:30 pm (Dining Room: 3:00 pm – 7:30 pm)

SECTION 1 — APPLICANT INFORMATION ★ MUST BE 21 OR OLDER ★

RENTER'S NAME

ORGANIZATION / GROUP NAME (if applicable)

STREET ADDRESS

CITY

STATE

ZIP

DATE OF BIRTH

DAYTIME PHONE

CELL PHONE

E-MAIL ADDRESS

Desired Event Date(s) — Please List Your Top 3 Choices:

1st Choice (MM/DD/YYYY)

2nd Choice (MM/DD/YYYY)

3rd Choice (MM/DD/YYYY)

RENTAL TIME FROM

☐ pm☐ am

RENTAL TIME TO

☐ pm☐ am

ACTUAL TIME OF EVENT FROM

☐ pm☐ am

ACTUAL TIME OF EVENT TO

☐ pm☐ am

ESTIMATED ATTENDANCE

PURPOSE OF FACILITY USE

Nonprofit organizations, town organizations, and military members are eligible to receive **20% off** the total fee. Once your reservation is confirmed, an employee will email you the final copy.

Please submit all facility applications to:

Irondequoit Recreation, 450 Skyview Centre Parkway, Suite 200, Rochester, NY 14622

or email to: recreation@irondequoit.gov

Confirmation of your reservation will be emailed to you — please provide an email address.

COMMUNITY CENTER RULES & REGULATIONS

Please Read Carefully and Sign — Must be 21 or older to rent

1. Rooms will be available at the rental start time and closed at the indicated departure time. **Any extension will result in additional fees.** The renter must account for set-up and clean-up time. Renter must Check In/Check Out with a staff member at arrival and departure.
2. The use of this facility is not to be used for personal gain, fundraisers, or ticketed events.
3. **Protective table coverings are highly recommended** to prevent damage or staining to the tables.
4. Irondequoit Community Center is a non-smoking facility. Alcoholic beverages are not allowed.
5. Trash receptacles will be available for your use. Extra liners may be requested from staff.
6. **No tape, tacks, etc. are to be used on walls, windows, or woodwork. Helium balloons, confetti/glitter, and piñatas are prohibited.** No decorations may be tied, taped, wrapped, or wired to the ceiling.
7. All rooms are to be left in the manner in which they were found. **The security deposit will be forfeited for rooms not left in a reasonable manner or for any damage to the room or equipment.**
8. One candle is permitted on a birthday treat. No candles or sternos are allowed for decorations due to smoke detectors.
9. Food and beverages are allowed in Community Rooms and the Dining Room but must remain in those rooms at all times. **No food or drink is allowed in the Gymnasium or Turf.**
10. **All children must be under adult supervision at all times.** Renters must maintain a Child/Adult ratio of 10:1 for children aged 14 and younger. Party guests must remain within the designated rental area for the duration of the event.
11. Renter is responsible for light sweeping. For large spills or debris, contact a staff member.
12. Renter is responsible for arranging provided tables and chairs inside the room. No tables or chairs may be taken outside of the room.
13. Renter may use the refrigerator (if applicable) — all items must be removed at the end of the rental and the refrigerator must be left clean.
14. Please be mindful of others in the building and keep noise at a respectable level. No music should be heard outside the rented room. Music may not include offensive language.
15. The Community Center is not responsible for lost items. It is highly recommended that someone remain in the room at all times. Storage space is not available for groups.
16. **Bounce houses/inflatables of any kind are prohibited.**
17. All rules governing use of the Community Center will be strictly enforced. **Failure to adhere to any rules may result in loss of rental privileges.** Additional rules apply to Gymnasium/Turf use, including equipment guidelines.
18. All applications must be received with full payment. No reservation is confirmed until a receipt has been issued by the Recreation office.
19. Any changes to a reservation must be made at least **5 business days** (Mon.–Fri.) prior to the event.
20. Cancellations will be assessed a **\$10.00 processing fee.** No refunds will be made for cancellations less than **10 business days** (Mon.–Fri.) prior to the event. All cancellations must be submitted in writing to: recreation@irondequoit.gov
21. To ensure equitable use of facilities, Community Center staff reserve the right to determine to whom rental agreements are issued, to revoke rental agreements, determine privileges for future rentals, and has complete jurisdiction over all town property.

By signing below, I agree to follow all policies/procedures and to the best of my knowledge have provided true and accurate information. Guests will be asked to sign a waiver upon arriving at the Community Center, and staff will review all rules and regulations with renters at check-in.

Signature of Applicant

Date