



## DRYDEN COMMUNITY CENTER CAFÉ CAFÉ USE POLICY

The Dryden Community Center Café encourages groups of all kinds to use our space.

### Fees & hours:

- ☞ There is no charge for community groups, clubs & non-profit groups to use our space.
- ☞ The donation fee for using the Café is **\$20 per hour** for an individual hosting a gathering or private event. If the proceeds from the event are going to be shared with/benefit the Café or another non-profit group as a fundraiser, then the fee will be waived.
- ☞ You are welcome to use the space at any time, but bear in mind that we are open to customers: Monday - Wednesday: 7am-2pm; Thursday: 7am-8pm; Friday: 7am-2pm & 7-9pm (if there's a free music night scheduled), and Saturday: 9am-2pm.
- ☞ For an additional **\$50**, the Café will clean up after your meeting/event (i.e. washing dishes, sweeping and mopping, etc).
- ☞ For larger parties, a refundable deposit may be required.

### Guidelines for use:

1. Please call the **Café at 844-1500** or stop by at least a week in advance to reserve the space. The availability will be on a first come, first-served basis. We can sometimes accommodate shorter notice.
2. A sign-out key is available for pick-up 1-2 days before & must be returned within 2 days after your scheduled meeting/event. If no key is available, someone will be able to open and close the Café for your meeting/event.
3. Water is available at all times. Feel free to bring your own refreshments, or for a donation, arrange for the Café to provide additional refreshments (see below for details).
4. If you will require food to be provided by the Café, we need at least two weeks notice. Should you need someone to be at the Café providing menu items during your event/meeting, an additional fee of **\$35** is applicable.
5. It is expected that anyone who uses the Café space will clean up after and leave the Café as you found it.
6. 24 hour notice is required if you need to reschedule or cancel your reservation.

The Café is able to provide beverages and refreshments as follows:

- ☞ Pot of coffee @ **\$10 per pot**
- ☞ Pitcher of iced tea or lemonade @ **\$5 - 2 quart pitcher, \$10 - 4 quart pitcher**
- ☞ Baked goods & menu items: *price to be determined depending on quantity and selection.*
  - ❖ Baked goods include: scones, muffins, cookies, cupcakes, cookie bars and brownies. Please call the cafe to discuss your needs.
  - ❖ Food or drinks from our menu.
  - ❖ "Comfort foods" such as macaroni and cheese, beef stew, lasagna, etc. can be made ahead & left at the Café for you.

Please make checks payable to Dryden Community Center Café

Please contact **Arron Bound, Manager at the Café (844-1500 or 1westmain@gmail.com)** for scheduling or questions.

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The mission of the Dryden Community Center Café, Inc. shall be to provide a community-based meeting place where all may gather to share and enjoy music, food, coffee, information, and conversation in a relaxed, harmonious environment. Further, it shall be not-for-profit and non-partisan, and shall encourage participation by all organizations that benefit our local community.

We are a not-for-profit community center organized and staffed by volunteers with the goal of offering the community of Dryden and surrounding areas a relaxed and welcoming place in which to gather for coffee and conversation.



**DRYDEN COMMUNITY CENTER CAFÉ**  
**CAFÉ USE FORM**

Group or Individual Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name & Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Select: private event / community club meeting / non-profit organization / other: \_\_\_\_\_

Is this a fundraiser/benefit? Yes / No

Anticipated group size (approximately): \_\_\_\_\_

Event Date requested: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Private event fee (\$20/hour) \$ \_\_\_\_\_

Will need Café volunteers to assist in setup/cleanup (\$50) \$ \_\_\_\_\_

Would like to have a pot(s) of coffee available (\$10/pot) \$ \_\_\_\_\_

Would like to have menu items provided by Café during event (\$35) \$ \_\_\_\_\_

Would like Café to provide food (price determined by manager) \$ \_\_\_\_\_

**TOTAL AMOUNT OWED** (make checks payable to Dryden Community Center Café) \$ \_\_\_\_\_

**CAFÉ USE POLICY:** The User has read & agrees to abide by the Café Use Policy guidelines.

The User, by signing this Café Use Form, agrees to be bound by the following general release:

**DAMAGES:**

User assumes responsibility for any damages caused to the facility or any of its properties or equipment. The User agrees to pay the cost of restoring the facility or any of its properties or equipment to its original condition if damaged by the User, his/her guests, employees, agents, or invitees.

**HOLD HARMLESS:**

User assumes responsibility for and further agrees to indemnify, defend, and hold the Dryden Community Center Café, its officers, employees, volunteers, representatives and/or assigns harmless of any loss or liability for or on account of injury to (including death of) persons or damages to property, including costs, attorney's fees and expenses incidental thereto, arising from its use of the facility and equipment.

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Café Representative

\_\_\_\_\_  
Date

Café Use only:

Deposit/payment received (date & method):

Notes: