



Orchard Park Community Activity Center Gymnasium



Single Court: (1 basketball, 1 volleyball, 2 pickle ball)

Resident	Nonresident
\$58 / per hour	\$81 / per hour

Full Gym: (2 basketball, 2 volleyball, 4 pickle ball)

Resident	Nonresident
\$107 / per hour	\$150 / per hour

- ◆ 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.
- ◆ resident rates apply to those who pay Town of Orchard Park taxes (not Orchard Park school taxes)

1. Complete **Facility Use Request** for each space / program request. Space cannot be "saved" until a written request form is received.
2. Submit completed application to the Activity Center Coordinator.
3. Requests for use of gyms will be reviewed on a seasonal basis.
4. A confirmation letter will be emailed along with an invoice if event(s) are confirmed.
5. Certificate of liability insurance will be required from teams, schools, and other businesses and organizations.
6. Final Facility Use Permit can not be issued until payment and insurance requirements are met. (*cash, check, credit accepted.*)
7. 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

716-539-4520 option 3

FAX: 716-662-1319

4520 California Road

Orchard Park, NY 14127

GYM SCHEDULING SEASONS

<u>Season</u>	<u>Dates</u>	<u>Requests Accepted</u>	* Resident and in-season sports will receive priority provided they are received by due date listed. **Requests received after the due date will be reviewed on a space available basis.
Fall	Sept – Nov	August 1	
Winter	Dec-Mar	November 1	
Spring	April-June	March 1	
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 tacks, etc. are to be used on walls, windows, curtains, blinds, or woodwork. Blue painter's tape may be permissible in some situations; please consult with building coordinator. The use of confetti or glitter is prohibited, and decorations are not to be tied, taped, wrapped or wired to the ceiling.
- The use of helium balloons is prohibited in the main lobby area as optical beam smoke detectors could 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 or outside of rental hours.
- 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 use of restrooms by participants.
- 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	November 1
Spring	April-June	March 1
Summer	July-Aug	June 1

** resident and in-season 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 716-539-4520 ext. 3