

CITY OF ONEIDA
DEPARTMENT OF PARKS AND RECREATION
ONEIDA RECREATION CENTER, 217 CEDAR STREET
ONEIDA, NEW YORK 13421
Telephone: (315) 363-3590/Fax: (315) 363-6062
www.oneidacity.com

ONEIDA RECREATION CENTER FACILITY USE GUIDE

Facility History

Completed in 1930, the NYS Armory housed 11 National Guard Units until September 1996. In March 1995 the Tudor Revival style building was placed on the National Register of Historic Places as a cultural resource worthy of preservation. NYS gifted the Armory to the City of Oneida in 2000. It soon became the treasured home to the City of Oneida Parks & Recreation Department. The interior maintains a high degree of design and craftsmanship. The massive oak doors, original trim, oak handrails, cove molding, hardwood and terrazzo floors remain intact. Professional organizations and civic groups find the facility perfectly suitable for sporting events, meetings, conferences and workshops. With several different sized rooms, we can accommodate a meeting place for 5 to 350 people. Our kitchen and dining room facilities are ideal for luncheons and fundraiser dinners.



Our Facility is fully accessible and compliant with ADA Regulations.
Ample free parking is available on site and free public parking is steps away from the facility.
Lodging, restaurants, and unique area attractions are located within minutes of the facility.
Conveniently located between Utica and Syracuse along the New York State Thruway.

Our most popular rentals are Birthday Parties!

Tot Parties (6 & under) Extreme Coaster, Bounce Houses, Tot Room with padded floor and age appropriate equipment.

Kid Parties - Basketball, Volleyball, Dodgeball, Whiffleball

Teen Parties - Dance/DJ's



THE POSSIBILITIES ARE ENDLESS.....

RENT THE GYM & TOT ROOM FOR BIRTHDAY PARTIES

NEW
**8'X16' TRAVERSE
ROCK CLIMBING
WALL**



ROCK CLIMBING FOR ALL AGES

2 HOUR ONEIDA RESIDENT	\$100.00
2 HOUR NON RESIDENT	\$120.00
3 HOUR ONEIDA RESIDENT	\$145.00
3 HOUR NON RESIDENT	\$175.00

**Check out our Extreme Rollercoaster
Clubhouse Climber & Obstacle Course Bounce Houses!**



WEIGHT LIMIT 75 lbs WEIGHT LIMIT 600 lbs WEIGHT LIMIT 400 lbs

**GYM = \$35/HR ONEIDA RESIDENTS
\$45 FOR NON RESIDENTS
TOT ROOM = \$30/HR 2 HOUR MINIMUM
\$10 FOR EVERY HOUR AFTER**

Stop in the office or call 363-3590 to reserve your party date!



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ONEIDA RECREATION CENTER - FEE SCHEDULE

	Resident	Non-Resident	Not-For-Profit*
Gym Rental (Per Hour)	\$35.00	\$45.00	\$25.00
Room Rental (Per Hour)	\$10.00	\$15.00	\$ 5.00
**Kitchen Rental (Per Hour)	\$20.00	\$25.00	\$15.00

*Not-For-Profit's must provide copies of documents of State or Federal Non-Profit Status.

**Kitchen Rentals are subject to a \$50.00 deposit fee. A "Letter of Permission to Serve Food" must be acquired from the Madison County Health Department if you plan on serving food to the public.

1. Seasonal league rates available – inquire at the Main Office.
2. 72 hours advance notice for cancellations if refund is requested.
3. **APPLICATIONS MUST BE COMPLETED AND RETURNED WITH INSURANCE, NOT FOR PROFIT STATUS FORMS AND PAYMENT MADE IN FULL PRIOR TO THE EVENT. TIMESLOT WILL NOT BE CONFIRMED UNTIL PAYMENT IN FULL IS RECEIVED**
4. Make checks payable to: Oneida City Chamberlain
5. Please take into consideration set up and take down time when figuring rental hours.

RULES AND REGULATIONS

1. **ABSOLUTELY NO GAMBLING, ALCOHOLIC BEVERAGES OR SMOKING WILL BE ALLOWED ON THE PREMISES!!!!**
2. All Businesses and Not-For-Profits Organizations must provide Liability Insurance in the amount of \$1,000,000 **COMBINED SINGLE LIMIT**. A Certificate of Insurance shall be presented to the Oneida Recreation Department within 48 hours preceding the date and time of use. The City of Oneida Recreation Department, 217 Cedar Street, Oneida, NY 13421 must be listed as additional insured. The Recreation Department Staff reserves the right to obtain approval from the City Attorney regarding the insurance coverage should there be questions or concerns. **IF YOU ARE NOT A BUSINESS OR NOT-FOR-PROFIT A COPY OF YOUR HOMEOWNERS OR RENTERS INSURANCE SHALL BE ATTACHED.**
3. **GYM USE ONLY:** All food and drinks must be kept on the mat area **ONLY**. Please no food or drink on the gym floor. Glass containers of any kind will not be allowed on the premises.
4. All events and activities must be supervised by an adult 21 years or older.
5. *All* building applications must be completed before final approval will be granted.
6. The City of Oneida Recreation Department Staff may revoke building use at any time if deemed necessary.
7. The facility must be left clean after each event. The renter is responsible to see that all trash is picked up. If the kitchen is rented you will receive a checklist of cleaning requirements that must be followed and handed in with the building supervisor upon completion of your rental.

DON HUDSON
Mayor



Lucas Griff
Director

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CITY OF ONEIDA PARK/FIELD RENTAL FEES

****72 hour advance notice for cancellations required if refund is requested****

Season Field Use of Playfields (8 to 16 weeks of regular use):

\$250 per organization, plus any equipment necessary for the league

Lighting Fee: \$20 per hour for ALL users

Play Ball! Field Conditioner \$10 per bag (Play Ball! is used at the discretion of the Rec Dept staff)

\$100 Concession Stand Fee and \$100 Refundable Cleaning Fee

\$100 Building Use Fee and \$100 Refundable Cleaning Fee

\$25 Press Box/Score Board Use Fee and \$25 Refundable Cleaning Fee

Limited Field Use(1 Time use not to exceed 3 hours):

\$25 for Resident/City Organization

\$35 for Non Resident/Outside Organization

\$15 for Not for Profits (must provide proof of NFP status)*

Lighting Fee \$20 per hour for ALL users

Play Ball! Field Conditioner \$10 per bag (Play Ball! Is used at the discretion of the Rec Dept staff)

Park Rental: (Please consider set up and take down time when figuring rental hours)

Resident \$25 for 2 hours/Non Resident \$35 for 2 hours/Not For Profit \$15 for 2 hours*

*(must supply proof of NFP status)

PICNIC TABLES/BENCHES ARE TO STAY IN DESIGNATED AREAS. REQUESTS FOR MOVEMENT OF OR ADDITIONAL TABLES WILL REQUIRE ADDITIONAL CHARGES

ABSOLUTELY NO GAMBLING, ALCOHOLIC BEVERAGES OR SMOKING WILL BE ALLOWED ON THE PREMISES!!!!

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APPLICATIONS MUST BE COMPLETED AND RETURNED WITH INSURANCE FORMS AND PAYMENT MADE IN FULL TO THE CITY OF ONEIDA RECREATION DEPARTMENT, 217 CEDAR STREET, ONEIDA, NY 13421 PRIOR TO THE EVENT. (Please make checks payable to: Oneida City Chamberlain) YOUR TIME SLOT WILL NOT BE CONFIRMED UNTIL PAYMENT IN FULL IS RECEIVED.

DON HUDSON
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Park/Field/Building Requested: _____

Rec Center Use: Mtg Rm _____ Gym _____ Teen Rm _____ Tot Rm _____
 Dining Rm _____ Kitchen _____ Other _____

Organization/Individual: _____ Phone _____

Address: _____ City/State _____ Zip _____

Email Address: _____ Receive Monthly E-Blasts Yes ___ No ___

Date(s) of Event: _____ Hours (time) of Event: _____ # in Group _____

Reason for Event (Birthday, Shower, Sporting Event): _____

List Equipment Needed (Tables, Chairs, etc.) _____

FACILITIES USE - LICENSE AGREEMENT

License Agreement, dated the ____ day of _____, 20____, between the City of Oneida, a municipal corporation, located in the County of Madison, New York, acting through its Department of Parks and Recreation, (“City”), and _____, _____, New York, (“Licensee”).

WITNESSETH:

WHEREAS the City is the owner of the _____ and certain surrounding land in the City of Oneida (“City Facilities”); and

WHEREAS, during the time period _____ See Above _____ (“License Term”), the Licensee wishes to have non-exclusive use of said City Facilities for the purposes described and subject to the Rules and Regulations of the City Department of Parks and Recreation, and the attached fee schedule, which have been provided to Licensee and which Licensee has read and understands; and

WHEREAS, the City is willing to permit Licensee to use the City Facilities for the proposed Licensed Use upon the condition that Licensee shall be fully responsible for the conduct of persons present during the Licensed Use, and upon Licensee’s promise to indemnify and save the City harmless from any and all claims, demands, actions, and causes of action, and to be responsible the payment of any damage or injury sustained or claimed to have been sustained by any person or entity on the portion of the City Facilities where the Licensed Use shall be permitted during the License Term.

NOW THEREFORE, in consideration of the Licensee’s promises herein, the total sum of \$ _____ in hand paid (checks payable to “Oneida City Chamberlain”) by the Licensee prior to or with delivery of this License Agreement for approval and execution by the City, and other good and valuable consideration, receipt whereof is acknowledged, the parties do agree and covenant as follows:

1. The City grants to the Licensee a license for the License Term to engage in the Licensed Use at the City Facilities in the areas and at the times designated by the City.
2. Licensee shall be responsible for the payment of any damage (exclusive of reasonable wear and tear) or injury sustained, or claimed to have been sustained, by any person or entity on the portion of the City Facilities as the result of the conduct, acts or omissions of persons present during the Licensed Use. Licensee shall indemnify and save the City harmless from all risks associated with Licensee's activities, and the conduct, acts or omissions of persons that Licensee permits to be present during the Licensed Use of the City's City Facilities, including but not limited to any and all claims, demands, actions, and causes of action which are alleged to have arisen during the License Term or to have been caused by any aspect of the Licensed Use.
3. Licensee shall deliver with this signed agreement proof of insurance, and maintain said insurance during the entire License Term, as follows:
 - A. If the Licensee is a legal entity (such as a corporation, LLC, etc.), a business, or other for profit or not-for-profit organization, the Licensee shall attach proof of general liability insurance with coverage limits not less than a combined single limit of \$1,000,000, which names the City as an additional insured, and which is in a form and issued by insurance carriers which shall be satisfactory to the City.
 - B. If the Licensee is an individual, and the Licensee has a policy of homeowner's or renter's insurance policy, the Licensee shall attach a copy of Licensee's current Certificate of Insurance.
4. Licensee shall supervise all events and activities during the Licensed Use. Licensee may delegate this supervision responsibility to other adults who are at least 21 years of age; however Licensee shall at all times be responsible for the obligations set forth in paragraphs 2 and 3 above.
5. After each use of the City Facilities, Licensee shall clean the City Facilities, and return them in a condition at least equal to that prior to the commencement of the Licensed Use. Licensee shall ensure that all trash and other debris which was not present prior to the commencement of the Licensed Use is picked up and placed in appropriate containers for disposal.
6. Notwithstanding anything herein contained, the City retains the right, after written notice to Licensee, to immediately terminate this license if it shall in its absolute discretion deem the use made of the City Facilities, to be in violation hereof. In said event, the license fee paid by the Licensee shall not be refunded.
7. 72 hours advance notice for cancellations required if refund is requested.
8. If serving food to the public it is the responsibility of the applicant to obtain a Food Permit from the Madison County Health Department (315-366-2526). (not required for private parties)

IN WITNESS WHEREOF, the parties hereby execute this License Agreement on the date first above written.

City of Oneida

Licensee:

By: _____
 Director of City Department of
 Parks and Recreation

By: _____

Date: _____

Date: _____