

**Instructions for completing the Elm Avenue Park  
Conference Room Request Form**

This facility can be reserved by a resident of the Town of Bethlehem or a Town of Bethlehem based organization only.

Please contact the Parks and Recreation Department at 518-439-4955 Ext. 2131 to determine availability on your preferred date(s).

Complete the form, print, and send to:

Town of Bethlehem Parks and Recreation Dept.  
261 Elm Avenue  
Delmar, NY 12054  
Fax 518-439-2144

Your reservation will then be approved and  
confirmation/receipt will be emailed or  
mailed within 5 business days.



# TOWN OF BETHLEHEM

Albany County - New York

## PARKS & RECREATION DEPARTMENT

ELM AVENUE PARK

261 ELM AVENUE

DELMAR, NY 12054

(518) 439-4955 Ext. 2131

Fax: (518) 439-2144

Email: [parks@townofbethlehem.org](mailto:parks@townofbethlehem.org)



## ELM AVENUE PARK CONFERENCE ROOM REQUEST

**TODAY'S DATE:** \_\_\_\_\_

**DATE(S) REQUESTED:** \_\_\_\_\_

**TIME:** \_\_\_\_\_ **TO:** \_\_\_\_\_ **SIZE OF GROUP:** \_\_\_\_\_  
*(Include set-up & clean-up time)*

**PURPOSE OF FACILITY USE (BE SPECIFIC):** \_\_\_\_\_

**GROUP NAME:** \_\_\_\_\_

***NAMES AND ADDRESSES OF PERSON(S) RESPONSIBLE:***

**NAME:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**PHONE: (H)** \_\_\_\_\_ **(W)** \_\_\_\_\_ **(CELL)** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**PHONE: (H)** \_\_\_\_\_ **(W)** \_\_\_\_\_ **(CELL)** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**ANY SPECIAL REQUIREMENTS OR REQUESTS:** \_\_\_\_\_

- THIS ROOM MAY BE RESERVED BY TOWN OF BETHLEHEM ORGANIZATIONS ONLY. NO PRIVATE PARTIES.
- THE ABOVE NAMED PERSONS ARE RESPONSIBLE FOR THE GROUP CONDUCT AND DESTRUCTION OR MISUSE OF THE FACILITY.
- THE CONFIRMED FACILITY USAGE PERMIT MUST ACCOMPANY YOU DURING USAGE OF THE FACILITY.
- IF YOU DECIDE TO CANCEL, THIS OFFICE MUST BE NOTIFIED.
- ALL GROUPS USING THE FACILITY ARE SUBJECT TO THE RULES AND REGULATIONS ON THE BACK OF THIS REQUEST. VIOLATIONS OF THE RULES MAY RESULT IN REVOCATION OF THE USAGE PERMIT AND ALSO MAY RESTRICT THE GROUP FROM FURTHER USAGE OF THE FACILITY.

***PLEASE SEE GUIDELINES ON THE BACK OF THIS REQUEST*** →

## GUIDELINES FOR GROUPS USING THE CONFERENCE ROOM

- Your access code (if applicable) will be noted on your confirmed facility request. Unlock the building using your 4 digit code followed by the \* symbol. Your code will not work prior to the time designated by you on the request form.
- Tables and chairs are located in the conference room behind the brown door. The light will automatically go on when you step in. Please be sure to put all tables and chairs back in their designated areas. Do not put anything on the concrete slab.
- **Our conference room is used for many floor activities. If you are having food and/or drinks or doing arts & crafts, we ask that you set up and cover this table in the lobby area.**
- Smoking is prohibited by law.
- Do not adjust the thermostat. Windows may be opened but please lock them at the conclusion of your meeting.
- It is EXTREMELY important and your responsibility upon leaving the building, to LOCK the office building door using your 4 digit code followed by the \* symbol. Failure to do so will prohibit you from reserving in the future. Re-entry will not be possible after the closing time you designated on the request form.
- Turn off lights in Conference Room and lobby (*lobby lights are located by front desk to the right*). Restroom and outside lights are automatic.

The Conference Room and rest rooms should be left as you found them. If you set up tables and chairs they must be taken down by you before you leave and returned to their designated area.

***Please notify this office as soon as possible if your meeting is cancelled.***

THANK YOU FOR YOUR COOPERATION!