

Orchard Park Community Activity Center

Meeting / Event Rooms



Classrooms 126, 127, 128, Café

Recommended capacity is 25 - 40
(depending on room and setup style)

RESIDENT	\$27 / hour	\$30 setup fee
NON RES	\$44 / hour	\$30s etup fee



Flexible Classroom / Mini Gym (156)

Recommended max capacity is 100

RESIDENT	\$49 / hour	\$30 setup fee
NON RES	\$65 / hour	\$30 setup fee



Game Room (150)

Recommended max capacity is 25-30

RESIDENT	\$49 / hour	\$30 setup fee
NON RES	\$65 / hour	\$30 setup fee



Small Conference Room

Recommended maximum capacity is 10-12

RESIDENT	\$27 / hour
NON RES	\$44 / hour

1. Complete **Facility Use Request** for each space / program request. We cannot "hold" space until a request form is submitted.
2. Submit your completed application to the Activity Center Coordinator.
3. Requests for use of meeting rooms will be accepted up to one year prior to event date. Requests must be received at least five working days prior to the event to be considered.
4. If space is available and your event dates are approved, you will receive a confirmation letter and invoice.
5. Certificate of liability insurance may also be required.
6. Final **Facility Use Permit can not be issued until payment and insurance requirements are met.**
(Acceptable forms of payment: Cash, Check, and Credit.)
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.gov

716-539-4520 option 3

FAX: 716-662-1319

4520 California Road
Orchard Park, NY 14127

- ◆ Meeting Rooms may be used for organizational meetings and other small gatherings (birthdays, showers, etc.).
- ◆ Room Capacity listed is comfortable limit; actual legal capacity limit posted in each room may be greater.
- ◆ Rooms have a large flat screen TV with HDMI Cable connection for presentation viewing (bring your own laptop and cable.)
- ◆ Discounts are available for seniors, active duty military and veterans, as well as for organizations making multiple reservations.
- ◆ resident rates apply to those who pay Town of Orchard Park taxes (not Orchard Park school taxes)

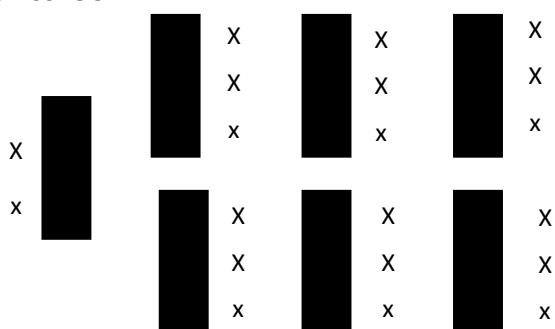


OP Community Activity Center Meeting Room Rules and Layout Options

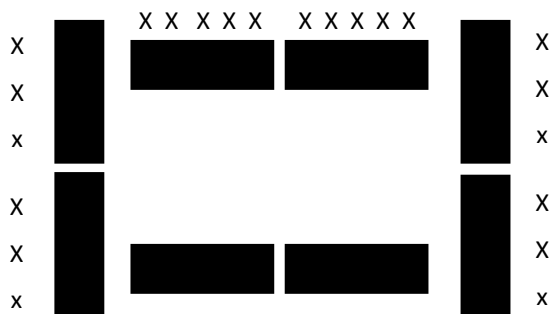
THEATER



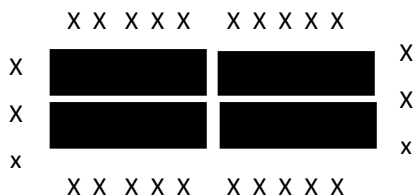
CLASSROOM



Board Meeting / Arts & Crafts



Meeting



- Orchard Park Community Activity Center will provide tables and chairs when requested.
 - Food and beverages may be provided by either the rental party or a caterer. The responsible party must supply the plates, cups, table coverings, utensils, etc. Any and all leftover food items must be discarded or removed at the end of the event.
 - 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 may 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. Painters tape may be permissible in some situations; please consult with building coordinator.
 - The use of confetti is prohibited, and decorations are not to be tied, taped, wrapped or wired to the ceiling.
 - The use of helium balloons in the main lobby is prohibited as optical beam smoke detectors may 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.
- Beer and wine is permitted with the following conditions:**
- Individuals under age 21 are not allowed to be served or consume alcoholic beverages on the premises.
 - Caterers serving must provide copy of appropriate license and permits prior to event.
 - Family gatherings providing their own food / beverage may serve beer and wine. All beverages must remain in the room where the activity is being hosted. Open containers are not be permitted elsewhere in the building.

Contact the Activity Center Coordinator:

OPCAC@orchardparkny.gov
or 716-539-4520 ext. 3