



**TOWN OF CAMBRIA**  
**COMMUNITY ROOM USE APPLICATION**  
4160 UPPER MOUNTAIN ROAD  
SANBORN, NY 14132

*\*If downloading this form online, please see the Rules/ Guidelines for Community Room Use*

**\*ANIMALS OF ANY KIND ARE NOT PERMITTED IN THE COMMUNITY ROOM\***

**Payment & application must be received within 2 weeks of booking the room or else you will forfeit your reservation.**

APPLICANT: \_\_\_\_\_

SERVICE ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City Zip

CONTACT PHONE NUMBER: \_\_\_\_\_

SPECIFIC PURPOSE OF USE: \_\_\_\_\_

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

NUMBER OF PARTICIPANTS: \_\_\_\_\_ HOURS OF USE: \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm

WILL KITCHEN FACILITIES BE USED? YES NO

**\*\*\*Upon my signature, I hereby acknowledge I have read rules/ guidelines governing the use of Cambria's Community Room; accept responsibility for compliance with said rules; maintain that this event is not for profit and no animals will be present during the time frame the room is rented and I acknowledge that all fees for reservation of the Community Room are NON-REFUNDABLE.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**STATUS:**

APPROVAL GRANTED: \_\_\_\_\_ DATE: \_\_\_\_\_

FEE RECEIVED: \_\_\_\_\_ DATE: \_\_\_\_\_ COMMUNITY GROUP FEE WAIVED: YES NO

**\*\* IT IS YOUR RESPONSIBILITY TO PICK UP THE KEY BEFORE YOUR SCHEDULED EVENT \*\***

Key may be picked up on the day of the event or on the Friday prior to a weekend event.

OFFICE HOURS ARE MONDAY – FRIDAY 8:00 AM – 4:00 PM. \* **Holidays may affect office hours**