

REQUEST FOR FACILITIES



Ransom Oaks Community Corporation

101 Ransom Oaks Drive
East Amherst, New York 14051
(716) 508-7622

Name: _____ Address: _____

Telephone: _____ Function: _____

Choose Preferred Facility	Date of Use	Start Time	End Time
Greenwood Clubhouse (Max 34 persons)			
Greenwood Pool & Clubhouse			
Ransom Oaks Clubhouse (Max 34 persons)			
Ransom Oaks Pool & Clubhouse			
Eveningwood Pool & Pavilion			

Deposit: All events require a \$100 deposit. Check # _____

Pool Party Fees: If requesting use of pool for private event, then you also must send in a separate check to Ransom Oaks to cover the cost of lifeguards. Please note that pool parties can only be scheduled from 9pm to 11pm during open pool season. The cost for each event is \$95 and payment must be received 2 weeks prior to event. Check # _____

Facility Access: 48 hours prior to your event, leave a message for management (508-7622 or facilitiesmanager@ransomoaks.com). Provide your name, phone number and best time to reach you. Management will reach out and provide you access details.

Rules and Requirements: (Please initial all of the following and sign below to acknowledge your understanding of these expectations)

_____ All users are expected to leave the building ready for use for the next party. You must remove all trash and take home with you (there is no garbage pick up), including bathrooms; wipe down all surfaces (tables, counter, refrigerator, toilets, et cetera), sweep and clear all items brought in for your event. If you choose to add décor to the room, please use non-sticky adhesives and remove carefully from painted surfaces.

_____ All cleanup must be accomplished by 10am the following day. Your deposit check will be shredded or cashed depending on inspection report. Users are responsible for any and all damage to the Facilities.

_____ Ransom Oaks is not responsible for lost or stolen property.

_____ No alcoholic beverages will be served.

Signature: _____ Date: _____

Approval for use of facilities is dependent on resident compliance with ROCC Covenants and By-laws, Architectural Committee exterior rules and payment of annual assessment. Under certain circumstances, you may be required to supply the Board of Directors with proof of liability insurance and party list of attendees.