



**City of Corning  
Senior Citizens Center  
Outside Organization Use Form**

The Senior Citizens Center will accommodate presentations from local not-for-profit organizations interested in providing area seniors information and or services that align with our mission of providing services and programs for older adults of the Corning Community that promote their wellbeing, support their independence, and encourage their involvement in community life.

Not-for-profit organizations interested in visiting the Senior Citizens Center to provide services and/or information shall complete the attached "Outside Organization Use Form" and submit it to the Parks and Recreation Department at least three weeks prior to your requested date of use. Completed forms shall be submitted via email to [ejparksandrec@cityofcorning.com](mailto:ejparksandrec@cityofcorning.com)

Organizations who receive permission to utilize the Senior Citizens Center to offer older adults of the Corning Community services or information should be aware of the following facility limitations.

1. Outside Organizational use will only be granted during our regular hours of operation, which are Monday – Friday 8:30 am – 4:00 pm.
2. Senior Center programing will take precedence over any and all outside organizational uses of the center.
3. Approved programing shall be open to any and all seniors. We will not provide space for meetings or exclusive groups.
4. Organizations should be aware the Senior Center will remain open to the public during their reserved time. This may result in extra noise in the facility as well as potential interruptions to their programming.
5. Outside organizations must adhere to the specific time they have requested to use the center and be aware other groups or programs may be required to immediately enter the space at the conclusion of your time.
6. We do not provide audio or video equipment for presentations.
7. Folding tables and chairs are available, but we do not provide set up or tear down.



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Name of Organization: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Representative's Immediate Supervisor's Name: \_\_\_\_\_

Representative's Immediate Supervisor's Phone Number: \_\_\_\_\_

Date of Requested Use: \_\_\_\_\_ Time: \_\_\_\_\_

**Brief Description of Your Program:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Waiver of Liability and Indemnity**

**I/We understand and agree to abide by the policies and rules outlined in the enclosed documents.**

**I/We agree to indemnify and hold harmless the City of Corning from and against any claims, damages, loss or expenses of any kind because of property damage or bodily injury, including death arising out of or on account of our use of the reserved areas outlined in this application, whether such claims, damages, loss or expenses are due in whole or in part to any negligence of those listed or any of their agents, servants, employees or any other person.**

Signature \_\_\_\_\_

Date \_\_\_\_\_