



**BOYS & GIRLS CLUBS
OF TOWN OF WALLKILL INC.**
Serving Northern Orange & Sullivan Counties

TOWN OF WALLKILL RECREATION CENTER FREQUENTLY ASKED QUESTIONS

1. Where do you go to see if the Recreation Center is available for rent?

You can find information about what dates are available at www.townofwallkill.com! The Recreation Calendar can be found under the “Community” menu!

2. Where do I find the rental application?

The rental application is available at www.townofwallkill.com! We also have links to the application on our website, www.bgcorange.org!

3. How do you take rental applications?

We will rent time on a first come, first serve basis upon receiving COMPLETED rental applications, only.

Rental applications are accepted at the Town of Wallkill Boys & Girls Clubs’ Clubhouse at 60 Creamery Road in Circleville from 10am-3pm, Monday through Friday, or via USPS. *No faxed applications will be accepted.*

4. What is “Quarterly Registration?”

To ensure everyone the opportunity to utilize the facility, Boys & Girls Clubs will take rental applications on a quarterly basis.

- Rental Applications for November – January are accepted ONLY in the month of October.
- Rental Applications for February – April are accepted ONLY in the month of January.
- Rental Applications for May – July are accepted ONLY in the month of April.
- Rental Applications for August – October are accepted ONLY in the month of July.

5. Who can rent the Recreation Center?

The Recreation Center is available for rent by Town of Wallkill Residents or non-profits, exclusively. For residents, we require photo ID and a water bill, or other appropriate documentation to establish residency. For non-profit organizations, we require your 501c3 Letter of Determination, and the address(es) where your organization provides services in the Town of Wallkill.



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6. Are there any restrictions the type of event the Recreation Center can be rented for?

The Recreation Center will only be rented for athletic and related activities, and will not be rented to organizations that charge admission to the general public as a means of making money for a company.

No more than 50 guests can participate per rental.

7. What times is the Recreation Center available?

During the school year, the Recreation Center is open 6-9pm on weekdays and 9am-9pm on the weekends. During July and August, the facility is open 6-10pm on weekdays, and 8am-10pm on weekends.

8. How are the rental times broken up for the Recreation Center?

You can rent time in the Recreation Center in two ways: Full Day Rental (any 8-hour period on the same day) or in two-hour blocs.

9. Can I bring food and drinks into the Recreation Center?

NO. No food or drink is allowed in the Recreation Center, at any time. Meals, snacks or eating/drinking must be conducted outside in the designated picnic areas.

10. What are accepted forms of proof of residency?

Photo ID, tax bills, water bills, garbage bills and utility bills are all accepted forms of proof of residency.

11. Where do I go to obtain a liability insurance policy? When must I submit the policy?

Please contact your homeowners' insurance, who can add a one-day policy to your existing policy.

Insurance policies MUST be submitted to Boys & Girls Clubs 30 days prior to the rental date.

12. What forms of payment are accepted for deposit? When is the deposit due?

We accept cash or money orders for payment. No checks are accepted for deposits.

Please note: Groups who register for recurring dates on a quarterly basis (ie: every other Tuesday) will only have to provide one security deposit, rather than a security deposit for each date.

The deposit is due at time of rental application submission.

13. What forms of payment are accepted for rental fees? When are the rental fees due?

We accept cash, money orders or checks (no starter checks, please) for payment. Checks should be made out to "Town of Wallkill."

The rental fees are due to Boys & Girls Clubs 30 days prior to the rental date.