



Perinton Recreation and Parks Department

1350 Turk Hill Road | Fairport, NY | 14450

Perinton Community Center - Room Reservation Form

Contact Person: Janelle Reed, Recreation Supervisor - jreed@perinton.gov, (585) 223-5050

Building Hours: Monday-Friday - 6:00AM-9:00PM | Saturday - 7:00AM-7:00PM | Sunday - 9:00AM-6:00PM

Name: _____ E-Mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Fax: _____

Person Responsible: _____ Organization: _____

Description of Event: _____

Day: _____ Date: _____

Time In: _____ Time Out: _____

NOTE: Dates and times that are written on this form are requests only, not the confirmed dates/times. Please refer to your receipt for actual start and end times. No reservation is confirmed until a signed form and receipt has been issued by the Perinton Recreation and Parks Office.

Anticipated Total Attendance: _____ Room Preferred: _____

Will your group be using the Aquatic Center? ☐ YES ☐ NO (For Splash Parties, please reserve online via WebTrac.)

Room Set-Up: _____ (See attached sheet for options. Please supply diagram if different set-up requested.)

Equipment Requested: ☐ *SMART BOARD ☐ *PODIUM ☐ *EXTENSION CORD

* No fee items

☐ *UTILITY CART

☐ *WHITE BOARD

☐ PRESCHOOL PLAY EQUIPMENT: \$75 Res/\$100 Non-Res
Credit Card Price: \$77.25 Res/\$103 Non-Res

☐ GAGA PIT: \$100 Res/\$125 Non-Res
Credit Card Price: \$103 Res/\$128.75 Non-Res

☐ GYM VARIETY \$10 Res/\$15 Non-Res
Credit Card Price: \$10.30 Res/\$15.45 Non-Res

(PCC is WiFi enabled - no password required.)

Food Brought In: _____

Form of Payment: ☐ CASH ☐ CHECK (\$20.00 fee for returned checks.) ☐ CREDIT CARD

Card Type: ☐ MASTER CARD ☐ VISA ☐ DISCOVER Card #: _____

Exp. Date: _____ Name as it appears on card: _____

Total Amount Paid: _____ Signed: _____

Fee Schedule A: Perinton resident family events ONLY.

\$45.00/hour (Credit Card fee: \$46.35/hour)

Fee Schedule B: All non-resident and dues collecting, Not-For-Profit or

For-Profit groups. \$50.00/hour (Credit Card fee: \$51.50/hour)

Table coverings must be provided and all tables must be covered during your event.

Please read and sign back of form.

UPDATED: 1/16/26

Please read carefully and sign:

- Perinton Community Center will provide tables and chairs as available when requested. These will be set up in your room when you arrive at your scheduled time.
- Rooms will be available 30 minutes before and after time confirmed on the receipt for setup and clean up for no additional fee.
- Protective coverings must be used on all tables for events involving food, arts/crafts and any other messy material. These are to be provided by the group renting the facility.
- No tape, tacks, etc. are to be used on walls, windows, curtains, blinds or woodwork. The use of confetti is prohibited. No decorations are to be tied, taped, wrapped or wired to ceiling.
- All rooms must be left in the manner in which they were found. An additional maintenance fee of a minimum of \$50.00 (\$51.50 if using a credit card) will be assessed for rooms not left in a reasonable manner or for any damage done to the room or equipment in the room. This also applies to all other areas of the building that may have been used.
- Trash receptacles will be available. Extra liners may be requested at the front desk.
- The PCC staff will do normal sweeping and mopping. For large spills or debris, a broom or mop may be requested from the front desk.
- All recyclable cans, bottles, etc. must be removed from the PCC.
- Perinton Community Center is a non-smoking facility.
- Alcoholic beverages are not allowed in the Perinton Community Center.
- Please be mindful of others using the building and keep noise at a respectful level.
- All applications must be received a minimum of five working days prior to the event. No reservation is confirmed until a signed form and receipt has been issued by the Perinton Recreation and Parks office.
- Any changes in set up must be made at least five working days prior to the event and all changes in time, set up, date, etc. will result in a \$10.00 (\$10.30 if using a credit card) processing fee.
- A \$10.00 (\$10.30 if using a credit card) processing fee per room, per date will be assessed to all cancellations. No refund requests will be honored less than ten working days prior to the event.
- All children must be supervised by adults at all times.
- Use of any of the other areas or programs in the facility will be subject to the rules and accompanying fees that govern these respective areas.
- There are no candles, fire, or piñatas allowed in the rooms due to the smoke detectors.
- All reservations must abide by the time the facility is open.
- I have read and understand all the above points. I also understand that I will be held responsible for any damage resulting from the use of the facility.

_____ (Person Responsible)



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Our standard rectangular tables measure 8' x 2.5' and our round tables are 5' in diameter. Round tables may be used in rooms 208 B and 204 A, B and C. All other rooms utilize rectangular tables in same configuration.

ROOM SET-UP OPTIONS:

A THEATER	
B CLASSROOM	
C ARTS	
D MEETING	
E BANQUET	
F	Room is clear.

* OTHER SET-UP OPTIONS AVAILABLE UPON REQUEST *

EQUIPMENT OPTIONS:

- TV-DVD/VCR
- SMARTBOARD
- PODIUM
- EXTENSION CORD
- WHITEBOARD
- UTILITY CART

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Room Capacities and Amenities

Room	Sq. Feet	Max Cap.	Banquet	Theater	Classroom	Sink/ Counter	Fridge	Microwave	Oven	Whiteboard	Sound System	Projection Screen
204A	1300	87	64	80	40	x						x
204B	1300	87	64	80	40	x					x	
204ABC	3900	261	200	240	120	x					x	
2 sections	2600	174	136	160	80	x					x	
200	385	26	16	20	n/a	x	x	x	x			
209	768	51	40	40	32	x				x		
208A	546	41	32	32	24	x	x		x	x		
208B	1281	85	64	85	40							x
205	656	48	32	40	24	x	x	x	x			
Full Gym	7700	520	n/a	n/a	n/a							
Gym 1	3850	260	n/a	n/a	n/a							
Gym 2	3850	260	n/a	n/a	n/a							
Aerobics	1768	118	n/a	n/a	n/a							
Observation			24	n/a	n/a	x						

UPDATED: 1/6/26

RENTALS