

**APPLICATION INSTRUCTIONS FOR USE OF THE
INC. VILLAGE OF NEW HYDE PARK MUNICIPAL BUILDING & COMMUNITY HALL**

Fee:	Lower Level & Village Hall Conference Room	\$200/4 hours
	W. Gill Theatre	\$400/4hours, weekday
	MC Hall	\$30/per use

The following policies have been adopted by the Board of Trustees for use of Municipal Building and Community Hall:

1. All requests for use of buildings shall be in writing on this application form and mailed to the Village Clerk, Municipal Building, Jericho Turnpike, New Hyde Park, New York, at least thirty (30) days in advance of the date requested.
2. The Board of Trustees intends that the participating group shall be primarily composed of those people who are residents of the Incorporated Village and shall have some community function or shall have some community participation. If requested, the organization shall submit a detailed statement of the organization's ties to the Incorporated Village of New Hyde Park.
3. Requests will be given consideration only at the regular meetings of the Board of Trustees on the first and/or third Tuesday evenings of each month.
4. Use of Municipal Building and Community Hall (meetings only) shall be limited to the hours of 7:00 PM to 10:30 PM.

Use of Community Hall for social functions on weekends shall be limited to the hours of 7:00 PM to 2:00 AM. Refer to number 11.

5. The use of the Municipal Building and/or the Community Hall by the participating group shall be responsible for maintaining their use of the Municipal Building and/or the Community Hall, paying strict regard to cleaning the premise after each meeting.
6. Municipal Building will be used strictly for meeting, Community Hall for meetings and social functions, and will not be made available on Sundays.
7. Payment shall be submitted with the application, a copy of which is attached hereto and made a part of hereof. Payment shall be made payable to the Incorporated Village of New Hyde Park, in care of the Village Clerk, Municipal Building, Jericho Turnpike, New Hyde Park, New York.
8. The organization shall be liable for any and all damage to Village Property.
9. Failure to notify the Village Clerk of cancellation at least forty-eight (48) hours in advance of the requested date shall result in the fee remaining due and payable.
10. The Board shall determine which buildings shall be used after being advised by the organization as to the probable number expected to be in attendance at the meetings.
11. An officer or responsible member of the participating group shall make arrangements with the Village Clerk to obtain the key on either Thursday or Friday prior to a week end function with a \$10 deposit, and return the same key to the Village Clerk no later than Tuesday following said weekend function.
12. The granting of permission shall include entrance to the building, the corridors to the section of the building requested, lavatories, and the space requested only. The use of the other parts of the building is prohibited.
13. Requests for use of the buildings are limited to fixed equipment and do not apply to movable equipment.
14. The Board reserves the right to cancel the use of any building in the event it is required for some specific Village function.
15. A certificate of insurance insuring the Village against liability for personal injury or property damage shall be supplied by the organization and in addition, it is understood that the said organization shall furnish a hold harmless and indemnity agreement to the Village.
16. Any infraction of the above policies of the Board of Trustees shall be deemed sufficient reason to withdraw the granted privilege.

APPLICATION FOR USE OF THE INC. VILLAGE OF NEW HYDE PARK MUNICIPAL BUILDING & COMMUNITY HALL

THE FOLLOWING QUESTIONS MUST BE ANSWERED COMPLETELY

Name of organization requesting the use of building: _____

Building desired: Marcus Christ: _____ Village Hall Meeting Room: _____ William Gill Theatre: _____

Estimated number of persons to attend: _____ What percentage of membership are residents of the Village: _____

Date(s) & Hour(s) for which Building is requested: _____

Explain clearly the purpose for which you desire use of Municipal Building or Community Hall: _____

The application is presented by: Name: _____

Address: _____

Phone: _____ Email: _____

How are you associated with the organization making application: _____

Pursuant to the Village policy governing the use of Village property, item #15 states as follows:

"15. A Certificate of Insurance Insuring the Village against liability for personal injury or property damage shall be supplied by the organization and in addition, it is understood that the said organization shall furnish a hold harmless and indemnity agreement to the Village." By signing this application the applicant acknowledges understanding of this requirement and will conform to its requirement. In addition acknowledgement is made to the understanding of the Responsibilities of the Organizations using the Community Center listed below.

Signature of Applicant: _____ Date: _____

TO: RENTERS OF MARCUS G. CHRIST COMMUNITY CENTER
RE: RESPONSIBILITES OF ORGANIZATIONS USING COMMUNITY CENTER

In recent years, the Village has spent thousands of dollars on the Community Center, and presently it is a facility that we can all be proud of.

It has come to the attention of the Mayor and Board of Trustees of the Village that organizations renting the Community Center have been in violation of the rental agreement.

Various Inspections of the Center after use have revealed the following discrepancies:

1. Thermostat has not been turned down prior to departure of organization.
2. Floors have been left not swept, mopped and in an unsanitary state.
3. Chairs and tables have not been stored away.
4. Chairs and tabled have been broken.
5. Bathrooms have been left unclean.
6. Counters in kitchen have been left dirty and covered with debris.
7. The gas range has been left greasy and dirty and in unsanitary condition.
8. Garbage has not been gathered, bagged and disposed of in proper receptacles. (Dumpsters in back of building).
9. Refrigerator not cleaned and emptied.

These are some of the infractions observed by Village Inspectors. Consequently, in addition to the rental fee applicable each year there will be, at the discretion of the Village Clerk, a \$100.00 deposit, payable at the time rental fee is paid to guarantee the Village reimbursement where the Village has to make special efforts to clean and/or repair the Center after the use by an organization who has been warned of their abuses.

A check list which must be completed, signed by a responsible officer and filed with the Village Clerk by the day following use by the organization will be provided with your permit/letter of permission to use the facility. This certification will be checked against a similar inspection sheet to be completed by a Village employee. Should the organization fail to perform the requirements of the check list the fines will be as follows:

1. First Offense - \$25.00 fine
2. Second Offense - \$25.00 fine
3. Third Offense – Forfeiture of remaining \$50.00 and notification of cancellation of the rental agreement.

The terms and conditions of this letter became effective on January 1, 1987.

The \$100.00 deposit is due immediately upon application when required.



Pursuant to: Responsibilities of Organizations Using Community Center

A check list is provided that must be completed, signed by a responsible officer, and filled with the Village Clerk by the day following use of the facility by the permit holder.

Organization Name: _____

Date of Use: _____

	YES	NO	COMMENTS
Rest Rooms Cleaned	_____	_____	_____
Floors Swept	_____	_____	_____
Spilled Mopped Up	_____	_____	_____
Kitchen Cleaned	_____	_____	_____
Garbage Placed in Dumpster	_____	_____	_____
Thermostat Set at 55 Degree	_____	_____	_____
Lights and Fans Turned Off	_____	_____	_____
Windows and Doors Locked	_____	_____	_____
Blinds on Front Windows Closed	_____	_____	_____
Chairs & Tables Returned to Positions as Specified by Posted signs	_____	_____	_____

“To All Organizations Using Marcus Christ Hall”

The seven (7) large tables
located on the outer walls
are to be placed in the same
position when you leave as they
were when you arrived.

THEY ARE NOT TO BE FOLDED AND PUT AWAY.

Please be considerate of those who use the Hall after you.

Please sign upon completion of check list and return to Village Clerk’s Office.

Signature: _____