

Village of Rye Brook

Anthony J. Posillipo Community Center

Building Use Policy

The Village of Rye Brook recognizes that the Anthony J. Posillipo Community Center belongs to the people of the Village. The Village of Rye Brook further recognizes that the primary use of the Anthony J. Posillipo Community Center is for programs supporting Seniors and Youth of the Community. The Village accepts the responsibility for making the Anthony J. Posillipo Community Center available to responsible residents, non-profit organizations and associations.

The Village of Rye Brook exercises its right to prohibit certain activities at the Anthony J. Posillipo Community Center including:

- A. Use by secret or exclusive organizations;
 - B. Use by religious organizations for religious services;
 - C. Activities that violate the canons of good morals, manners or may be deemed injurious to the building or grounds;
 - D. Activities that promulgate any theory or doctrine subversive to Federal, State or Local Laws or any political thereof advocating governmental change by violence;
 - E. Activities which are discriminatory;
 - F. Any purpose in conflict with activities of the Village of Rye Brook;
 - G. Fund-raising activities which are neither sponsored by nor directly benefit the Village of Rye Brook.
- . It is the Village of Rye Brook's Board intention to grant the use of the Anthony J. Posillipo Community Center under the Village's regulations, for activities of any educational, cultural, civic, social, recreational, governmental or general nature which are sponsored by responsible, recognized **local** persons, organizations or agencies.
 - . The Village of Rye Brook Board of Trustees authorizes the office of Human Services to approve and arrange for scheduling and use of the Anthony J. Posillipo Community Center by applicants satisfying the limitations illustrated above.
 - . For such use, the Village of Rye Brook Board of Trustees will establish fees necessary for use of the Anthony J. Posillipo Community Center. Three sets of fees will be established (Resident/Non-resident), a mandatory security deposit and hourly fee for a Police Officer if serving beer or wine. (Fee Schedule Attached).
 - . The Village of Rye Brook, because of its responsibility for protecting the Anthony J. Posillipo Community Center and the property contained therein, may restrict use of space within the facility to certain times and areas. The Village of Rye Brook and its representatives must have full access to the facility at all times.
 - . The Village of Rye Brook has designated the Anthony J. Posillipo Community Center a **SMOKE**

FREE facility.

- **Consumption of alcoholic beverages other than beer or wine is prohibited** at the Anthony J. Posillipo Community Center. Applicants must disclose intent to serve beer or wine on application for use of the facility. **No hard liquor is permitted.**
- Any event in which beer or wine are to be served will require the renter to engage the services of a Rye Brook police officer for a minimum of 3 hours and for the entire length of the event at a rate of \$150 per hour. *(Rate subject to change)*
- The Anthony J. Posillipo Community Center shall not be used for commercial purposes.
- Individuals and Organizations receiving permission to use the Anthony J. Posillipo Community Center are responsible for the conduct of both participants and spectators.
- Violation of safety regulations or improper use of the Anthony J. Posillipo Community Center will be cause for the revocation of permit for the use of the facility.
- A refundable security deposit shall be submitted at the time of approval for use of the Anthony J. Posillipo Community Center. The deposit shall be used to defray any expense the Village of Rye Brook may incur for clean-up or damage resulting from the use of the Anthony J. Posillipo Community Center.
- Non-discrimination: All individuals and organizations requesting the use of the Village of Rye Brook's Anthony J. Posillipo Community Center are advised that permission to use the building will be given only with the understanding that all activities taking place in the Anthony J. Posillipo Community Center are open to all individuals regardless of race, color, creed or sex. Discrimination against any individual or group because of race, color, creed or sex will be grounds for revocation of permission to use the Anthony J. Posillipo Community Center.
- Liability: The Village of Rye Brook, in its discretion, may require a Certificate of Insurance naming the Village of Rye Brook as an additional insured in certain situations.

What We Include:

Anthony J. Posillipo Community Center Rental Includes:

- Standard 60" Round Tables & Brown Padded Folding Chairs
- Village of Rye Brook Staff to set up/take down tables & chairs, assist the renter as needed, maintain a clean event space, check and sanitize restrooms throughout the event, and remove all trash.
- One complimentary hour for set-up prior to the event. Renters wishing for additional set up time must pay by the hour.
- Use of the Staging Kitchen (countertops, fridge, freezer, ice machine).
- Use of the stove is an additional fee.
- Serving food or beverages is an additional fee.
- Complimentary Wi-Fi

REGULATIONS FOR USE OF FACILITY

These regulations are intended to govern your use of the Anthony J. Posillipo Community Center. Your cooperation in adhering to all rules is appreciated so that others may enjoy its use. Please read carefully before completing this form.

The Anthony J. Posillipo Community Center has been reserved for your group for a specific date/time. Please be prompt and maintain the schedule that has been indicated.

1. Other groups may be using the Center immediately following your use. Please be considerate of others and leave the space promptly and as you found it...ready for use.
2. Since the Anthony J. Posillipo Community Center is located in a residential area, common sense should prevail with regard to volume of music. The Anthony J. Posillipo Community Center closes at 10:00 p.m.
3. You are responsible for general clean up. Plastic garbage bags will be provided for your use.
4. Please be aware of the occupancy limit. You are not permitted to exceed the limit (140 People) under any circumstances.
5. Parking for the Anthony J. Posillipo Community Center is available both on site at the rear of the facility and at the parking lot on the corner of Garibaldi Place and South Ridge Street. Handicapped spaces are located on site.
6. Absolutely no one is allowed to park in the driveway of the Anthony J. Posillipo Community Center, Fire lanes along driveway or on the grass.
7. **Fees:** All fees must be paid in advance to secure your reservation in the form of a check or money order. **NO CASH TRANSACTIONS ARE PERMITTED** (Note change as of April 17, 2019) . At the time of the reservation, the security deposit, full rental fee and in the event you will be serving beer or wine, the \$150 per hour fee for the Police Officer are required.
8. **Kitchen Use:** Renters wishing to use the refrigerator, freezer and sinks are welcome to do so, providing they clean up after themselves. If food preparation and/or cooking is to take place, there is an extra fee attached to your rental of \$100.
9. **Cancellation Policy:** Failure to cancel 1 week prior to use may subject your group to partial or full loss of fee.
10. **Security Deposits:** Security Deposits will be returned in full 2 to 3 weeks after your scheduled event. An assessment of damages will be made directly following your event. All fees necessary to cover expenses incurred by Village of Rye Brook to repair the facility will be deducted from your security deposit.
11. **Rain Date:** Should severe or inclement weather cancel your program/event then an alternate date will be provided subject to availability.
12. The Village of Rye Brook reserves the right to deny use, cancel or postpone any facility use as deemed inappropriate or not in compliance with rules and regulations as set forth by the Village of Rye Brook.

13. You have access to the kitchen. The refrigerator, freezer, counter tops, and sink area are available for your use. Use of the range and oven for cooking result in an additional fee of \$100. Any equipment or area used must be cleaned.
14. If the rental will be serving beer, glass bottles are not permitted. Beer cans are permitted. **No liquor is permitted, only beer, wine or champagne.**
- 15. Tape and tacks are not permitted on any wall or window surface in the Anthony J. Posillipo Community Center. Also, the hanging of streamers from the ceiling, wall sconces or walls is not permitted. Table decorations and decorations on the glass part of the doors are permitted and encouraged. Confetti and silly string is not allowed.**

RESOLUTION

ANTHONY J. POSILLIPO COMMUNITY CENTER BUILDING USE – FEE SCHEDULE

RESOLVED, that for use of the Anthony J. Posillipo Community Center and availability of a Village employee the fees for rental of the Center are as follows:

<u>RESIDENT</u>	<u>UP TO 2 HRS</u>	<u>UP TO 3 HRS</u>	<u>UP TO 4 HRS</u>
Multi-Purpose Room (Without Kitchen)	\$ 250	\$350	\$450
Multi-Purpose Room (With Kitchen)	\$350	\$450	\$550
Security Deposit	\$500	\$500	\$500

An overtime fee of \$100 per hour or part thereof shall be imposed on all activities/events that persist beyond four hours.

NON-RESIDENT

Multi-Purpose Room (Without Kitchen)	\$450	\$550	\$650
Multi-Purpose Room (With Kitchen)	\$575	\$675	\$775
Security Deposit	\$500	\$500	\$500

An overtime fee of \$150 per hour or part thereof shall be imposed on all activities/events that persist beyond four hours.

An additional hourly fee shall be imposed on all activities/events in which alcoholic beverages (beer or wine only) are being served. The fee of \$150.00 per hour (3 hour minimum) shall be paid for the services of employing a Rye Brook Police Officer for the length of your party. Please make a separate check payable to Village of Rye Brook at least two weeks prior to your event.

Non Profits/Local Group within the Town of Rye

\$50 per hour

\$100 additional if serving food or beverages

Non Profits/Local Groups outside of the Town of Rye

\$75 per hour

\$150 additional if serving food or beverages

School Groups in the Town of Rye

\$30 per hour

\$100 additional if serving food or beverages

School Groups outside of the Town of Rye

\$50 per hour

\$150 additional if serving food or beverages

**APPLICATION FOR USE OF THE VILLAGE OF RYE BROOK
ANTHONY J. POSILLIPO COMMUNITY CENTER
32 Garibaldi Place, Rye Brook, NY 10573
(914) 939-7904**

Applications for use of the Village of Rye Brook's Anthony J. Posillipo Community Center must be filed with the Village of Rye Brook's Human Services Office at least fifteen (15) days prior to the Date of the Event.

Please make two separate checks, one for the deposit, one for the rental, payable to the Village of Rye Brook. A third check would be required if you plan to serve beer or wine and are in need of a police officer at your event. **Must show proof of address.**

Date of Event _____

Time of Event: From: _____ To: _____

Purpose of Event: _____

Tables and Chairs Requested: _____ Estimated Attendance: _____

Name of Responsible Person: _____

Address: _____ Telephone#: _____

City: _____ State: _____ Zip Code: _____

Name of Organization: _____ Name of Presiding Officer: _____

Address of Organization: _____ Telephone#: _____

Will alcoholic beverages (beer or wine) be served? Yes: _____ No: _____

NOTE: No hard alcohol or liquor is permitted. (If yes, please be advised that any event in which beer or wine are to be served will require the renter to engage the services of a Rye Brook police officer at \$150 per hour for a minimum of 3 hours and for the entire length of the event.)

(Please Read Before Signing)

I, the undersigned, in consideration for permission to use the Anthony J. Posillipo Community Center, agree to abide by the fee structure and guidelines furnished to me; and

I, further agree to defend, save, indemnify and hold harmless the Village of Rye Brook, its employees, and all related officials from liability for any and all loss, damage or injury to persons or property by reason of or arising out of my use of the Center.

I have read the regulations attached and agree to be bound by them:

Applicants Signature: _____ Date: _____

To receive a date commitment, the appropriate fees PAID IN FULL must accompany this application.

Approval _____ Disapproval _____ Date: _____

Security Deposit: Resident \$500.00 _____ Non-Resident \$500.00 _____

Non Profits/Local Group in the Town of Rye
_____ \$50 per hour
_____ \$100 additional if serving food or beverages

School Groups in the Town of Rye
_____ \$30 per hour
_____ \$100 additional if serving food or beverages

Non Profits/Local Groups outside of the Town of Rye
_____ \$75 per hour
_____ \$150 additional if serving food or beverages

School Groups outside of the Town of Rye
_____ \$50 per hour
_____ \$150 additional if serving food or beverages

Rental Fee: \$ _____

Police Officer: \$ _____

Total Fee: \$ _____

Amount Received: \$ _____

Name of Caretaker on duty: _____

