

# **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. Two sets of fees will be established (Resident/Non-resident) in addition to a mandatory security deposit. (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.
- Any event in which alcoholic beverages 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 \$100 per hour.
- 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.

### **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 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 or in Fire lanes along driveway.
7. **Fees:** All fees must be paid in advance to secure your reservation. At the time of the reservation, the security deposit, full rental fee and in the event you will be serving beer or wine, the \$100 per hour fee for the Police Officer are required. **If your rental is less than 3 weeks away all fees must be paid in cash.**
8. **Cancellation Policy:** Failure to cancel 1 week prior to use may subject your group to partial or full loss of fee.
9. **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.
10. **Rain Date:** Should severe or inclement weather cancel your program/event then an alternate date will be provided subject to availability.
11. 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.
12. 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.
13. 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.
14. **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 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:

<b><u>RESIDENT</u></b>	<b><u>UP TO 2 HRS</u></b>	<b><u>UP TO 3 HRS</u></b>	<b><u>UP TO 4 HRS</u></b>
Multi-Purpose Room (Without Kitchen)	\$ 175	\$300	\$400
Multi-Purpose Room (With Kitchen)	\$275	\$400	\$500
Security Deposit	\$300	\$300	\$300

**NON-RESIDENT**

Multi-Purpose Room (Without Kitchen)	\$450	\$550	\$650
Multi-Purpose Room (With Kitchen)	\$550	\$650	\$750
Security Deposit	\$500	\$500	\$500

An overtime fee of \$75 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 \$100.00 per hour 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.**

Civic Associations	\$30.00 per hour
Non Profit Organizations	\$30.00 per hour
Local Groups	\$30.00 per hour
School Groups	\$20.00 per hour

**APPLICATION FOR USE OF THE VILLAGE OF RYE BROOK  
ANTHONY J. POSILLIPO COMMUNITY CENTER  
32 Garibaldi Place, Rye Brook, NY 10573  
(914) 939-7904 Fax (914) 939-7843**

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 in need of a police officer at your event.

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: \_\_\_\_\_

**(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 \$100 per hour for a minimum of 4 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 \$300.00 \_\_\_\_\_ Non-Resident \$500.00 \_\_\_\_\_ Civic Assn/Non Profit/Local & School Groups: N/A

Civic Assn/Non Profit/Local Groups (\$30 per hour \_\_\_\_\_ School Groups \_\_\_\_\_ (\$20.00 per hour)

Rental Fee: \$ \_\_\_\_\_

Police Officer Fee: (if applicable) \$ \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

Name of Caretaker on duty: \_\_\_\_\_