

Town of Mount Pleasant Recreation & Parks Department
 1 Town Hall Plaza
 Valhalla, NY 10595
 914-742-2310
 Fax: 914-769-1070

**APPLICATION FOR USE OF
 THE MOUNT PLEASANT COMMUNITY CENTER
 125 LOZZA DRIVE, VALHALLA, NY 10595**

BE SURE TO READ THE PERMIT CONDITIONS LISTED BELOW

1. The use of the Mt. Pleasant Community Center is restricted to residents, organizations and businesses located in the Town of Mt. Pleasant outside the Villages of Pleasantville, Sleepy Hollow and Briarcliff Manor. Use is limited to the rooms specified in the permit.
2. Permits are issued on a first-come, first-served basis and may be applied for by a responsible adult. Permits are available at the Mt. Pleasant Recreation and Parks Department Office, 1 Town Hall Plaza, Valhalla, NY 10595
3. A permit fee and security deposit fee are required for the use of the Mt. Pleasant Community Center and are due at the time the reservation is made. A schedule of permit fees is found below. As of November 2001 movable partitions were installed in the Community room making it possible to rent only a portion of the room.

| <u>Room or Space</u> | <u>Youth Group</u> | <u>Community Service Function</u> | <u>Others</u> |
|--------------------------|--------------------|-----------------------------------|---|
| Recreation Room | \$40/hr. | \$40/hr. | \$65/hr. |
| Community Room ABC | \$55/hr. | \$65/hr. | \$135/hr. |
| Community Room A, B or C | \$40/hr. | \$40/hr. | \$65/hr. |
| Kitchen | -0- | -0- | \$15/hr. with rec. room or Community Room A, B or C |
| Setup & Cleanup | \$40/hr. | \$40/hr. | \$40/hr. |

The security deposit required is equal to the permit fee or \$175.00, which ever is greater.

Permit fees are refundable on the following basis:

| | |
|--------------------------|-----------------|
| 4 weeks notice | 100% refundable |
| 2 to 4 weeks notice | 75% refundable |
| Less than 2 weeks notice | 50% refundable |

4. Groups using the Mt. Pleasant Community Center are responsible for their own set-up, clean-up and break-down and for leaving the facility clean and orderly. The building supervisor will provide access to the necessary equipment, but is not responsible for cleanup. Please include time for setup and cleanup in the requested time for facility use. An additional charge will be assessed for any time used before or after the times indicated on the Permit.

PERMIT CONDITIONS CONTINUED

5. The permit holder is expected to mop and clean the center after use.
6. Any arrangements for cleaning the Community Center after an event must be made through the Recreation and Parks Department Office.
7. Members of the Community Center staff are not allowed to accept tips or direct payment. Acceptance of monies from building users may lead to disciplinary action against the employee.
8. **NO helium balloons** are to be used for decoration. The balloon strings wrap around sprinkler heads when released.
9. **NO smoke machines are permitted** - our fire alarm system is very sensitive.
10. **NO glow sticks or other liquid filled glow devices are permitted.** When broken the material in the glow sticks stain the floors.
11. All groups using the Mt. Pleasant Community Center are expected to act in an orderly manner and are responsible to pay for the repair of any damages caused during their use.
12. The Recreation and Parks Department reserves the right to revoke any permit at any time.
13. It is illegal and unsafe to exceed the posted occupancy limits.
14. Groups using the Mt. Pleasant Community Center must make the following announcement at the beginning of the event:
“In event of fire you will be notified by an audible and visible alarm and should proceed immediately to the nearest fire exit. Fire exits can be found in the following locations:”
(Describes and point to locations).
15. Smoking is prohibited in the Mt. Pleasant Community Center.
16. Alcoholic beverages are not permitted unless an alcoholic beverage permit is obtained at the Town Clerk’s Office, the insurance specified in Item #18 is provided and approval has been granted by the Recreation and Parks Department.
17. Groups using the kitchen are responsible to leave the kitchen and all equipment clean when finished.
18. Insurance Requirements:
 - A. Family groups of any size must provide a certificate of insurance showing \$500,000 liability and bodily injury insurance and \$100,000 property damage insurance and must sign the waiver on the application.
 - B. Organizations and businesses must provide a certificate of insurance with the Town of Mt. Pleasant named as additional insured and including the following statement, “The insurance policy so affected shall protect both parties and be primary coverage for any and all losses covered by the above described insurance.”

- C. In addition to A and B above, all families, organizations and businesses that have liquor served by a caterer must provide a certificate of insurance from the caterer showing liquor liability insurance, listing the Town as additional insured and including the clause listed above in 17B.

19. **Requirements of Unusual Equipment to be Used**
(Air Castles, Play Equipment, etc.)

Certificate of Insurance from the Company must be supplied to the Recreation Department at least (14) fourteen days prior to event. Company to supply protection to floor and any generator that may be needed.

COMMUNITY CENTER SUPERVISOR RESPONSIBILITIES

A Community Center supervisor is required during all events held in the Mt. Pleasant Community Center. The supervisor will:

1. Allow access to areas to be used at time indicated on permit.
2. Supervise and protect the building during all uses.
3. Provide access to equipment for individuals and groups setting up and cleaning up after events.
4. Be available to provide light maintenance services (picking up litter, emptying trash, etc.) during the event and to provide basic supervision
5. All Garbage should be removed and placed in the dumpster.

The supervisor will not:

1. Allow access to the building or designated rooms prior to the initial time on the permit.
2. **Provide cleaning services after the event, unless this has been arranged previously at the Recreation and Parks Department office.**
3. Accept tips or direct payment from building users. To accept these payments would be a violation of the Town Code of Ethics and could result in disciplinary action against the employee.
4. Change any conditions on the approved Mt. Pleasant Community Center Permit form.

**MT. PLEASANT COMMUNITY CENTER
FACILITY USE REQUEST FORM**

Proposed event: _____ Date Requested: _____ # of Persons Attending _____
(party, school function, dinner, dance, etc.)

Individual or Organization Requesting Use: _____

Address: _____

Contact person: _____ Phone # _____

State Any Unusual equipment you plan to use: _____

Times Requested

This request should include all times needed for the actual event, setup and cleanup. A discounted rate for setup and cleanup is available for a maximum of two (2) hours before and one (1) hour after the event (if schedule permits).

| Room | Setup time | Event time | Cleanup time |
|--------------------|------------|------------|--------------|
| Community Room ABC | | | |
| Community Room A | | | |
| Community Room B | | | |
| Community Room C | | | |
| Recreation Room | | | |
| Kitchen | | | |

Insurance: All individuals and groups using the Community Center must provide proof of insurance as outlined in the Permit Conditions.

AGREEMENT OF RESPONSIBILITY

The undersigned, having read the Permit Conditions established by the Mt. Pleasant Recreation and Parks Commission agrees to comply with those conditions in every respect. The undersigned does hereby waive any and all responsibility which the Town of Mt. Pleasant may have to individuals attending the above mentioned event while said individuals are using the Mt. Pleasant Community Center and I, on behalf of myself and the above mentioned individuals hereby agree to hold and save the Town of Mt. Pleasant and its officers, agents, employees and volunteers harmless from any claim or liability which arises or may arise from the use of the Mt. Pleasant Community Center on the dates requested above.

Signature _____ Date _____

Printed Name _____

FEE CALCULATION

| | | | |
|----------------------------|---|--------|--|
| Setup hrs. | | x \$40 | () Permit fee pd. amount: |
| Community Rm Activity hrs. | A | x \$ | () Deposit pd. amount: |
| | B | | |
| | C | | |
| Rec. Rm Activity hrs. | | X\$65 | () Received Insurance Certificate |
| Kitchen hrs. | | X\$15 | () Date Recorded |
| Cleanup hrs. | | X\$40 | () Alcoholic Beverage Permit Obtained |
| Misc. | | x\$ | () Permit sent to registrant |
| TOTAL | | | |

Approved by _____ Date _____

This form has to be approved by the Town Clerk

ALCOHOLIC BEVERAGE PERMIT

For Town owned facility: ***MT. PLEASANT COMMUNITY CENTER***

Organization requesting permit: _____

Address of Organization/Individual: _____

Reason for request: _____

Date of Use: _____ Time of Use: _____

Person requesting permit: Name: _____

Address: _____

Telephone: _____

The undersigned as _____ of the above named organization hereby, on the part of that organization, releases the Town of Mt. Pleasant, its Town Board, employees and volunteers of any liability whatsoever in connection with any damages and/or injuries that any participant of the above organization may sustain as a result of his/her participation in that event.

(Date)

(Signature)

(Witness)

(Title)

Approved by: _____
(Town Clerk)

Issued Date: _____

cc: Recreation & Parks Department

TO BE POSTED

MT. PLEASANT COMMUNITY CENTER FACILITY USE PERMIT

Date of Use: _____ Nature of Event: _____ # of Persons Attending: _____

Permit Issued To: _____ Address: _____

Contact Person: _____ Phone _____

| Times Approved | | | | | |
|--------------------|------------|--|------------|--|--------------|
| Room | Setup time | | Event time | | Cleanup time |
| Community Room ABC | | | | | |
| Community Room A | | | | | |
| Community Room B | | | | | |
| Community Room C | | | | | |
| Recreation Room | | | | | |
| Kitchen | | | | | |

This permit is based on the following conditions:

PERMIT CONDITIONS

- Use of the Community Center is limited to the times and purposes requested and approved.
- Groups using the Community Center are responsible for their own setup, clean up, breakdown and for leaving all rooms used clean and orderly, unless other arrangements have been made in advance. Garbage should be removed and placed in the dumpster located out the back door.**
- A supervisor will be present to safeguard the building and provide access to equipment and supplies necessary for setup and cleanup. They are not responsible for clean up.
- Do not tip or make direct payments to Community Center staff. It is a violation of the Town Code of Ethics for employees to accept tips.
- Helium balloons, smoke machines and glowsticks or other liquid filled glow devices are prohibited in the Community Center.**
- Alcoholic beverages are prohibited unless an alcoholic beverage permit has been issued by the Town Clerk's Office, the insurance specified is provided, and approval has been granted by the Recreation and Parks Department.
- Smoking is prohibited within the Community Center.
- Do not exceed posted occupancy limits.
- The Town reserves the right to alter permit times if needed to accommodate Town programs.
- All other conditions listed in the permit application booklet.
- Special conditions as listed below:

DATE: _____

APPROVED BY: _____
TITLE: _____

To be completed by Supervisor

Time Group Arrived: _____ Time Group Left: _____ Building Condition: _____
Comments: _____

Supervisor's Signature _____

COMMUNITY CENTER SUPERVISORS CHECK LIST

| | <u>Items Checked</u> |
|--|----------------------|
| General Conditions of Lobby & Entrance | _____ |
| Rec. Room | |
| Floors swept | _____ |
| Floors Mopped | _____ |
| Garbage Cans | _____ |
| General Condition | _____ |
| Community Room | |
| Floors Swept | _____ |
| Floors Mopped | _____ |
| General Condition | _____ |
| Men's Bathroom | |
| Floors Mopped | _____ |
| Garbage Cans | _____ |
| Sinks, Toilets | _____ |
| Ladies Bathroom | |
| Floors Mopped | _____ |
| Garbage Cans | _____ |
| Sinks, Toilets | _____ |
| Kitchen | |
| Stove Area | _____ |
| Oven – inside and out | _____ |
| Floors Mopped | _____ |
| Sinks, Refrigerator | _____ |
| Garbage Cans | _____ |
| General Condition | _____ |

Comments:
