



**POLICY WITH RESPECT TO THE USE OF VILLAGE FACILITIES
BY ORGANIZATIONS AND GROUPS FROM WITHIN
THE VILLAGE OF FLORAL PARK**

I. General Policy

It is the policy of the Board of Trustees to grant permission on a non-discriminatory basis for the use of meeting room facilities by approved Floral Park organizations and groups under the following conditions:

- (a) Any request for use of these facilities by eligible organizations or groups shall be reviewed as to whether the date requested is in conflict with a scheduled firematic activity. The Village Clerk or Superintendent of Public Works will then refer the request to the Village Board for approval.
- (b) The Village Clerk and Superintendent of Public Works will maintain a master calendar of scheduled activities.

II. Meeting Rooms:

The Village meeting room areas are as follows:

- (a) Board Room/Court Room at Village Hall
- (b) Village Hall Auditorium (Firefighter's Hall)
- (c) Active Fire House – Upstairs
- (d) Reliance Fire House – Upstairs
- (e) Memorial Park
- (f) Recreation/Pool Building

A \$350.00 fee will be charged for the use of any Village facility for fundraising event with fee to be paid to the Village one month in advance of function.

III. Approved Organizations and Groups:

It is the intent of the Board of Trustees to provide facilities, specifically for group meetings and activities in connection therewith to the following types of organizations, to the extent such facilities are available:

- (a) Organized Civic Associations
- (b) Regularly organized groups or committees identified with a Village function
- (c) Youth Activity Organizations approved by the Board of Trustees and which are the responsibility and under the direction of residents of the Incorporated Village of Floral Park.

IV. Conditions for Accepting Use of Auditorium:

Any such group which has been granted permission for the use of a meeting room facility shall strictly comply with the following conditions:

- (a) In advance of the event, you must deliver to the Village Clerk a Certificate of Insurance, including liquor liability coverage if alcoholic beverages are to be served, naming the Incorporated Village of Floral Park as an additional insured on the policy, with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate issued by an A.M. BEST rated "secured" New York licensed insurer. The Village Administrator is authorized to increase these limits depending on the nature and scope of the event.
- (b) The organization shall advise the Village Clerk or Superintendent of Public Works of one or more designated individuals who will be responsible for the following:
 - (1) Clean-up of premises and equipment
 - (2) Turning electric lights on and off
 - (3) Vacating premises as agreed
 - (4) Damage to Village property
 - (5) Turning air-conditioning off
 - (6) Pick-up and return key to Village Clerk
 - (7) Lock all doors
 - (8) Place refuse in plastic bags and deposit in container at bottom of rear stairs
 - (9) Do not empty food into the sinks. It will clog up the entire system. Make sure the sinks are clean and empty of water before leaving

- (10) Clean up all spillage on the floors as soon as possible. Use only a damp mop with clean, clear water on the wood floor. Do not use soap or abrasives
 - (11) If the stove is used, be sure it is clean after use and that all burners and the stove are shut off
 - (12) For your convenience, there are 2 dust mops, a long-handle broom, a dust pan and brush, 2 wet mops and pail in the closet. Please return to closet after you are through using them
 - (13) Use the proper receptacle for the recycling objects, such as glass, cans and plastic containers. Proper containers are marked and available.
 - (14) Tables and chairs may remain set up around the perimeter of room. Do not slide tables across the floor
 - (15) Decorations should be kept to a minimum. Table centerpieces are preferred. Do not use tape on walls, ceiling or chandeliers. Hooks are located on the walls for hanging decorations. Silly String, straws, sticky items and materials that may stain are prohibited
 - (16) Do not place table cloths or other flammable materials under sternos or other devices used to heat food
 - (17) Do not place any signs, decorations or displays outside on any Village building or property.
- (c) No charge for admission shall be made by the organization or group granted permission to use the facility.
- (d) Any irregularity or infraction of the above conditions will be cause for termination of the arrangement with respect to the future use of any Village facility.
- (e) The Village reserves the right to rescind permission for the use of any Village facility at any time if, in the Village's sole discretion, it believes the safety of the public or of Village property is at risk as a result of the applicant's use of a Village facility.

THIS CHECKLIST TO BE COMPLETED, SIGNED AND RETURNED ALONG WITH THE KEYS TO THE VILLAGE CLERK ON THE NEXT WORKING DAY AFTER THE DATE OF THE USE OF THE VILLAGE FACILITY

Condition of premises prior to use by your organization:

KEY: √ Checkmark indicates item completed. N/A indicates item not applicable.

- _____ Clean up of premises and equipment
- _____ Returned mops, brooms, etc. to closet
- _____ Refuse into plastic bags and placed in dumpster located in rear of building
- _____ recycling objects (glass, cans and plastic) into proper containers
- _____ If stove was used, cleaned and made sure all burners and oven were off
- _____ Cleaned up and emptied sink (no food to be dumped in sink – put in proper refuse bag)
- _____ Cleaned up any spillage. Used only clear water with damp mop
- _____ Turned air conditioner off or lowered heat
- _____ Turned off all lights
- _____ Locked up doors
- _____ Returned key to Village Clerk
- _____ Premises vacated and left in same condition as found

Date

Signature



THIS FORM TO BE COMPLETED, SIGNED AND SUBMITTED TO THE VILLAGE CLERK PRIOR TO THE DATE OF THE USE OF THE VILLAGE FACILITY

AGREEMENT

The undersigned has been designated as the representative of (name of organization) _____ for (event) _____ to be held on (date) _____ and will be responsible for compliance with the attached list of requirements.

On behalf of (name of organization) _____, the undersigned agrees that the organization will indemnify and save harmless the Village of Floral Park, all elected and appointed officials, employees and volunteers against any and all claims for damage or injury to persons or property, that may be occasioned by, or arise from, the use of the Village's facilities.

Date: _____ Signature _____

Telephone #: _____ Print name _____