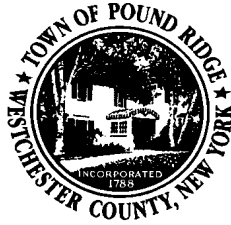


# **Policies & Procedures For Rental of Conant Hall & Recreation Facilities**

257 Westchester Ave. Pound Ridge, NY 10576

# Town of Pound Ridge

Recreation Department



Tel: 914-764-0947/3987  
Fax: 914-764-0102

## APPLICATION FOR THE USE OF THE TOWN OF POUND RIDGE FACILITIES (Please Print and Submit Completed Form at least two weeks prior to event)

Name of Organization \_\_\_\_\_

Applicant/Contact \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Nonprofit: Yes  No

E-mail \_\_\_\_\_

Purpose of Activity \_\_\_\_\_ Number Attending \_\_\_\_\_

Contact person during event \_\_\_\_\_

**Date requested** \_\_\_\_\_ **Rain Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **to** \_\_\_\_\_

Facility requested:  Conant Hall, check one:  Town Organization or  Private Party\*  
 Town Parks, check one:  Main parking lot  Pool Party  
 Lower picnic area/shelter  Small ball field  
 Playground  Large ball field  
 Sachs Park  P.R.E.S. soccer/lax field

Will you be using the oven or stove (in Conant Hall kitchen)? \_\_\_\_\_

Is event open to public? \_\_\_\_\_ Will admission be charged? \_\_\_\_\_ If so, how much? \_\_\_\_\_

Is the event a fund raiser? \_\_\_\_\_ If so, for what organization or purpose of funds? \_\_\_\_\_

Refreshments served? \_\_\_\_\_  Request for alcohol to be served.  Approved  Not Approved

**I HAVE READ AND AGREE TO THE CONDITIONS ON THE REVERSE SIDE.** We/I release the Town of Pound Ridge, its officials, and employees from any responsibility or liability in connection with the use of this facility.

**\*POOL PARTY: Rental Fee is \$75 for Residents and \$100 for Non-Residents.** A designated area established by pool directors. Additional Fees: Non-members 10-Under \$5 and 11-Older \$25. No outside food allowed (birthday cake only). Please reach out to Robert Hayes at: [beechmonttavern@gmail.com](mailto:beechmonttavern@gmail.com). For food orders.

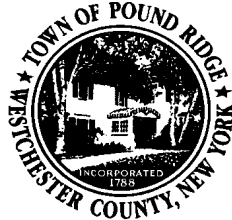
**\*CONANT HALL RENTAL: The Rental Fee is \$500 for Residents and \$800 for Non-Residents.** The Security Deposit is \$500 for both residents and non-residents. Please send two separate checks (One for Rental Fee and one for Security Deposit) Checks Made Out: The Town of Pound Ridge, Memo: Recreation Department. Send Application & Checks Attn: Recreation Department to: 179 Westchester Avenue, Pound Ridge, NY 10576. Attn

**Applicant's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR TOWN USE ONLY**

The Certificate of Insurance has been provided \_\_\_\_\_ will be provided \_\_\_\_\_

Approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



Recreation Department

Phone: 914-764-0947

Fax: 914-764-0102

**TOWN FACILITIES  
HOLD HARMLESS AGREEMENT**

I \_\_\_\_\_ does hereby covenant and agree defend, indemnify, loss,  
Renter  
damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or  
property damage, to the extent permissible by law, arising out of or in connection with the  
actual or proposed use of Town facilities and parking lot(s) for the use of

(Facility) \_\_\_\_\_ on (Date) \_\_\_\_\_

\_\_\_\_\_ shall not be obligated to defend, indemnify or  
Renter  
hold harmless The Town of Pound Ridge for injuries, losses or damages resulting from  
negligence of The Town of Pound Ridge, its employees or agents, property, facilities or  
agents.

\_\_\_\_\_ Date \_\_\_\_\_  
Renter

\_\_\_\_\_ Date \_\_\_\_\_  
Town of Pound Ridge



**Appendix III  
Conant Hall Cleaning Checklist for Users**

Thank you for caring about keeping Conant Hall a beautiful resource for the Town of Pound Ridge. In order to ensure that Conant Hall is clean and user-friendly, all users **must** complete and sign this checklist and submit it to the Recreation Department **on the next business day after use**. Failure to complete these tasks and submit this form to the may result in fines, forfeiture of deposit, and/or loss of ability to utilize the space in the future.

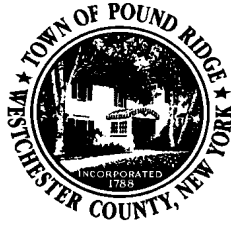
**Thank you for renting Conant Hall. Please let us know if there were any problems or issues that need addressing in the space below.**

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Printed Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Task	Description of Task	Signature of User	Signature of Town Employee	Comments
1	Broom sweep all rooms. There should be no dirt, debris, food on floors.			
2	Take out all of your garbage from the kitchen.			Carry in/Carry Out Policy
3	Take out all of the bathroom garbage			Carry in/Carry Out Policy
4	Empty out refrigerator. NO FOOD/BEVERAGES ARE TO BE LEFT.			
5	Clean all debris out of kitchen sink and drain.			
6	Stack all tables and chairs on provided carts.			
7	Remove any personal property.			



## REQUIREMENTS

1. Applicant files request for use of Town facilities with Recreation Department.
2. If approved, the application and Certification of Insurance is retained by the Town and the applicant keeps a copy.

For Use by Town House Employees:

Date inspected \_\_\_\_\_

Signature of Town Employee \_\_\_\_\_

Action taken:

Deposit Returned

Fine or Additional Cleaning Fee Charged

Loss of Deposit

3. A Certificate of Insurance is required by all users, naming the Town of Pound Ridge as a named insured. The minimum limits of this policy will be \$1,000,000. These limits may be increased depending on the nature of the activity / event.

## TERMS AND CONDITIONS

1. To be fully responsible for any damage(s) resulting from this use of Town property.
2. That rates charged for authorized use of Town buildings, grounds or other facilities is determined by the Town Board and shall include custodial costs as set forth in the Rules & Regulations governing each facility.
3. To pay the Town promptly for custodial and other charges, as required.
4. To read before signing this application and to have his or her organization abide by the Town's policy and the Rules and Regulations applying to the use of Town facilities.
5. That whenever the raising of funds is involved, the organization so using a Town facility shall render an accounting of the receipts and disbursements to the Town Clerk on a form provided for such purposes, if requested.

6. **The Town prohibits smoking of any form of substance in or on any Town-owned facility, property, or at any Town-sponsored activity. It is the responsibility of the permittee to enforce this rule.**
7. **That the possession or consumption of alcoholic beverages at Town-owned facilities is prohibited without prior written permission from the Recreation Department.**
8. **A copy of an approved application for use of Town-owned facilities must be carried on the premises by the approved applicant. The Town reserves the right to ask any group, not in possession of an approved application to leave the premise.**

## **Reservation & Rental Policies**

### **Application for the Use of the Town of Pound Ridge Facilities including Conant Hall**

Each user MUST complete and submit the “Application for the Use of the Town of Pound Ridge Facilities” and all required security deposits, and insurance certificates. Multiple meetings can be reserved on one application. Two weeks’ notice is required for cancellation.

### **Calendar of Bookings**

There is a Conant Hall Reservation’s Calendar on the Town’s website under Key Links. The calendar should reflect the bookings for a minimum of a 12-month period. The Recreation Department is responsible for updating this calendar no later than Friday of each week to reflect the bookings received that week.

### **Hours of Operation**

All events/functions must end by 11pm Monday through Thursday and 1am Friday, Saturday, and Sunday evenings. Any time extension must receive Town Board approval.

### **Inspection by Recreation Department**

It is the responsibility of the Recreation Department to inspect Conant Hall after each rental to ensure that the user left the premises according to the “Conant Hall Cleaning Checklist for Users.” See Appendix III for a copy of this checklist.

### **Insurance**

The user must provide a certificate of liability insurance naming the Town of Pound Ridge as a named insured. The minimum limits of this policy will be \$1,000,000.00. These limits may be increased depending on the nature of the activity. Official Town organizations, including Boards and Commissions (i.e. those covered under the Town’s Liability Insurance policy) are the only groups exempt from this requirement. Local civic groups can put a certificate of insurance on file at the beginning of each year.

### **Keys**

Keys may be picked up at the Recreation Department Security deposits will be processed upon return of the key.

All doors are to be locked upon vacating the premises. The user is responsible for the premises during their rental period. Keys are not to be used by anyone other than the user stated on the application

There will be a fee assessed for replacement of lost keys.

### **Licenses**

If food or alcohol is sold, user or his/her licensed caterer must show proof that proper licenses, permits, and proof of liability insurance have been obtained. A copy of the required licenses and permits must be delivered to the Recreation Department no less than three days prior to the use of Conant Hall.

### **Rental Fee**

#### **Private Functions**

As of January 1, 2015, the rental fee for private parties is \$500 for residents and \$800 for non-residents. There is also a \$500 refundable deposit for both residents and non-residents which must be made at the time of reserving Conant Hall. In addition, the user will be responsible for repair of damages and/or replacement of any Town property in Conant Hall.

### **Security Deposit**

A refundable security deposit must be made at the time of reserving Conant Hall in the amount of \$500. Any costs incurred with repair of damages, replacement of Town Property, or additional cleaning costs will be deducted from this deposit. The deposit will be returned after Conant Hall is inspected by the Recreation Department and all keys are returned to the Recreation Department.

### **Garbage**

Conant Hall is a carry in/carry out facility. All waste, garbage and recyclables generated by users should be removed from the facility and properly disposed of *off-premises*. Garbage is NOT to be placed in the dumpster behind Conant Hall as this dumpster is the property of Samuel Parker Deli. If garbage and recycling is left in Conant Hall, a fee of \$100 will be assessed to the user.

### **Clean Up (By User)**

In order to ensure that Conant Hall is clean and user-friendly, all users must complete and sign a “**Conant Hall Cleaning Checklist for Users**” checklist and submit it to the Recreation Department **on the next business day after use**. See **Appendix III** for a copy of this checklist. Failure to complete these tasks and submit this form to the may result in fines, forfeiture of deposit, and/or loss of ability to utilize the space in the future.

In addition, the scheduling of any rental equipment or furnishings pickups must be coordinated with the Recreation Department at [arusso@townofpoundridge.com](mailto:arusso@townofpoundridge.com) or 914-764-3987 or as to not disturb any other scheduled functions.

## **Other Policies & Procedures**

### **Alcohol Policy**

The possession or consumption of alcoholic beverages at Conant Hall is prohibited without prior written permission from the Pound Ridge Town Board.

### **Building Security**

All doors are to be locked upon vacating the premises. The user is responsible for the premises during their rental period. Keys are not to be used by anyone other than the user stated on the application.

### **Decorations**

No decorations or materials of any kind are to be affixed to the interior walls, floor, trim, or ceiling of the building including the stage. The use of nails, tacks, staples, etc. are prohibited.

## **Furnishings**

The following furnishings are available for use within Conant Hall by users on the premises only:

1. Two large immovable table in the Hoyt room.
2. Seven 6-foot folding tables
3. Five 8-foot folding tables
4. 85 folding chairs
5. 12 tables

In addition, there are several folding tables purchased prior to 2014. These tables may be used by community groups for off-site functions with approval from the Town Board. The tables MAY NOT BE BORROWED FOR USE OUTSIDE OF CONANT HALL.

## **Kitchen**

1. Use of Gas-Stove Please let the Recreation Department know 48 hours in advance if you will be using the stove so that they can arrange for the pilot light for the gas stove turned on.
2. Use of Refrigerator--Empty out refrigerator. NO FOOD/BEVERAGES/ICE ARE TO BE LEFT ON THE PREMISES.
3. Garbage-Take out all of your garbage from the kitchen.
4. Floor-Broom sweep kitchen. There should be no dirt, debris, food, etc. on the floor

## **Lost/Stolen Articles**

The Town of Pound Ridge assumes no responsibility for lost articles or for the damage to any property placed temporarily in Conant Hall. The Town shall be released and discharged from any and all liability for any loss or damage sustained to property during any event.

## **Music**

Hired musicians and disc jockeys are prohibited from setting off any kind of smoke bomb or similar materials as part of the entertainment as they will set off the smoke alarms. All music should cease by 11pm Monday-Thursday and 1am on Friday, Saturday, and Sundays.

## **Parking, Traffic control, and Safety**

The location of Conant Hall at the convergence of busy traffic arteries, plus its limited parking area, make professional traffic control essential for gatherings that involve more than 25 guests. Contact the Pound Ridge Police Department (764-4206) at least 4 weeks in advance to determine how much traffic control will be necessary based on the size and timing of the event and arrange appropriate traffic control personnel. Note that users may need to arrange for their own traffic control personnel.

## **Smoking Policy**

Smoking is prohibited. At any gathering there should be an announcement that there is a NO SMOKING rule and read the following:

## **Temperature Control (Heating & Air-Conditioning)**

The Town has the ability to control and monitor the temperature of the building remotely. Please contact The Recreation Department if a temperature adjustment is necessary. Do not open window as they may break.



During business hours, please contact the Recreation Department for Assistance at 914-764-3987.

After hours, or on weekend, please contact:

Andrea Russo, Recreation Supervisor at 914-916-0613.

Jonah Maddock, Maintenance Supervisor at 914-469-2856