



## INCORPORATED VILLAGE OF OCEAN BEACH BUILDING USE POLICY AND PROCEDURES

### POLICY STATEMENT:

The policies and procedures contained herein have been developed and contain the minimum standards to be followed to insure the safety and security of our residents, visitors, and staff of the Inc. Village of Ocean Beach ("Village"). The safety and security of the Village's physical space and assets is a shared responsibility of all members of the community. To meet this obligation, the Village has established the following policy and procedures. Building use privileges are determined and assigned by the Village and/or the Village Board of Trustees ("Trustees") as is more fully set forth below.

The utilization of Village facilities will be reviewed annually by the Board of Trustees to insure the best interests of the Village and Village residents. The members of the governing body of the applicant organization shall appear before the Trustees, upon request, to provide such information regarding the organization and its programs as may be helpful to the Trustees in allocating Village resources.

### PERMITS:

Governmental entities, Organizations, programs and individuals are welcome to request use of the available meeting areas: Community House, Windswept, Ball Field and other Public Spaces. Use shall only be permitted if it is determined by the Village and/or Trustees that the use shall benefit the good and welfare of the Village and its residents.

No entity, organization, program or person shall use any Village facility(ies) without first obtaining a permit for such use. The issuance of permits or the use of Village facilities shall be subject to the final and sole discretion of the Village Board of Trustees, who reserve the right to refuse the issuance of permits to any organization or association that fails to comply with, or is in violation of, these guidelines or any ruling of the Trustees. The Trustees also reserve the right to suspend or revoke any permit, in whole or in part, for non-compliance with, or violation of these guidelines as well the right to close and/or curtail the use of any facility(ies), as conditions may warrant. All determinations of the Village Board of Trustees to refuse the issuance of a permit, to revoke a permit and/ or close or curtail use of facilities shall be final and binding on all permit holders.

### UTILIZATION PREFERENCES:

Preference for utilization of Village Facilities will be authorized according to the following Categories, subject to approval by the Village and/or Trustees:

- Category 1:** Governmental Entities, such as:  
Village of Ocean Beach (BOT, ZBA, Planning Board, PD, FD, VOBEK)  
FI Union Free School District  
FI National Seashore (FINS)  
*Note: Only Category 1 entities may utilize the Ferry Terminal Waiting Area/Boat House.*
- Category 2:** Local Civic Organizations, such as:  
OB Community Fund (OBCF)                      OB Youth Group (OBYG)  
OB Association (OBA)                              Fire Island Association (FIA)
- Category 3:** All other local entities or residents.
- Category 4:** Outside organizations & entities

The Village Clerk may approve requests, subject to availability, from Category 1 and Category 2 entities.

It is hereby determined that uses requested by Category 1, Category 2 and Category 3 entities are inherently beneficial to the good and welfare of the Village and its residents.

Category 4 Outside organizations or entities must seek and receive approval from the Trustees, subject to availability and fees.

**INSURANCE:**

Category 1 entities are covered under the Village’s General Liability Insurance. Accordingly, no additional insurance requirements shall be required.

Category 2, Category 3 and Category 4 entities requesting use of Village Facilities shall provide to the Village written proof of liability insurance policy covering the organization/program to be utilized with coverage of no less than \$2,000,000. Said insurance policy shall name the Village as an "additional insured", without exculpatory language, and shall be verified, from time to time, as the Trustees may request.

**FEES:**

Since it has been determined that uses requested by Category 1 and Category 2 entities are inherently beneficial to the good and welfare of the Village and its residents, No Fee shall be charged for such requests.

The Trustees may condition the use of Village facilities from Category 3 and Category 4 entities on payment of fees as set by the Trustees. In setting the amount of said fees, the Trustees may consider the costs associated with the events or activities, the extent of participation by Village residents in the events or activities, and the benefit realized and recognized by the Village as a whole.

<b>FEE SCHEDULE (as of 6/2020)</b>				
	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>	<b>Category 4</b>
<b>Permit Fee</b> <i>(non-refundable)</i>	\$0	\$0	\$100	\$100
<b>Daily Session Fee</b>	\$0	\$0	\$20	\$100
<b>Deposit Fee</b>	\$0	\$0	\$0	\$200
<b>Event Fee</b> <i>(per day)</i>	\$0	\$0	\$50	\$100
<b>Cleaning Fee</b>	\$0	\$0	\$200	\$400
<b>Tables/Chairs</b>	\$0	\$0	\$50	\$100
<b>Equipment</b>	\$0	\$0	\$50	\$100

Fees may be waived for senior citizen groups and youth groups. For purposes of this provision, senior citizens shall be defined as those 65 years of age and older. Youths are defined as those persons under the age of 18.

### **AVAILABILITY:**

The Trustees, during each season or part thereof, shall designate which portions of the Village facilities shall be devoted to particular activities, keeping in mind traditional sport seasons and events which have historically been provided to Village residents. The Trustees reserve the right to allocate facilities suitable for use by different sports, events or activities in accordance with anticipated demands for the facilities on a weekly, monthly, seasonal or annual basis.

The Trustees may take into account in connection with the issuance of any permit, the reasonable demands for facilities use of the organization or program, including the proportion of resources devoted to the number of Village residents served. The Trustees may require program schedules and enrollment information for such events or activities in connection with such evaluations.

In order to facilitate scheduling, the Trustees may set deadlines, from time to time, for facility(ies) use requests. Failure to submit requests for facility(ies) use within the time frames set forth by the Trustees may result in denial or curtailment of permits. Notwithstanding any deadlines that may be set, the Trustees reserve the right to leave portions of facilities unallocated, if the Trustees reasonably anticipate future demand for said facility(ies) by high priority recognized organizations. The Trustees further reserve the right to leave all or any portion of a facility unallocated and unused for any period of time so that any particular facility is not over-used and the Village has sufficient time/ resources to perform necessary and appropriate maintenance. The Village will use its best efforts to notify affected organizations of any newly released availability of facilities.

### **COOPERATION WITH VILLAGE:**

Each organization or association seeking use of Village facilities shall designate a field coordinator and shall submit requests for facility use exclusively through the field coordinator. The field coordinator shall be authorized by the event or organization to modify facility use requests and shall be reasonably available to the Village personnel and/or Trustees, to review and discuss such requests.

**NO group/organization may use the building unless and until their meeting date(s) is scheduled with the Village Clerk and placed on the Village calendar.**

The Village staff is authorized to request and obtain all information relevant to prioritization of organizations or programs requesting use of Village facilities, including rosters setting forth the names, complete addresses and telephone numbers of each of the participants. All information furnished to the Village shall be truthful and accurate when furnished. Each organization or program issued permits for use of Village facilities shall notify the Village in the event of any change in the information furnished to the Village.

The organizations shall provide the Village with projections as to the number of participants, program information, scheduling, and anticipated prioritization level at their earliest availability, subject to revision as more information becomes available. All resource allocations are subject to confirmation of information prior to utilization. The organizations shall notify the Village immediately upon recognizing, but in any event no later than 48 hours prior to assigned time, that permits will not be used. Organizations failing to use permitted times and failing to notify the Village of cancellation, may have permits modified, curtailed, revoked or denied.

**NO group/ organization or individual shall be excluded from equal access on the basis of religion, race, color, national origin, age, sex, height, weight, financial status, marital status or viewpoint.**

**HOURS OF OPERATION:**

The Trustees shall set the hours of operation of facilities taking into consideration: budget, staffing availability, set up and maintenance, and consideration of adjoining neighbors.

Unless specifically permitted, no access to facilities shall commence before 8:00 a.m. or extend past 9:00 p.m. for any activity.

**VIOLATIONS:**

The person and/or organization named on the building use form shall be responsible for any damage to the room, property or facility(ies) related to the event which shall include replacement cost of all materials and labor. The Board of Directors (or similar body) shall be held responsible for the actions of those in leadership positions within the organization or program. Leadership positions include but are not limited to: instructors, managers, coaches, clinicians, etc.

In the event of a violation, the appropriate party, as well as the Ocean Beach Police Department will be notified.