



INCORPORATED VILLAGE OF OCEAN BEACH

POST OFFICE BOX 457
OCEAN BEACH, NEW YORK 11770-0457
TEL: (631) 583-5940 FAX: (631) 583-7597
www.villageofoceambeach.org

BUILDING USE APPLICATION

Individuals and organizations are welcome to request use of the four available meeting rooms at the Village of Ocean Beach. Room requests must be submitted 30 days prior to event and are reviewed for approval on a first-come, first-served basis at the discretion of the Village. Meeting rooms are handicap accessible.

Organization Name: _____

Applicant Name and Title: _____

Address: _____

Home: (____) _____ Cell: (____) _____ Fax: (____) _____

Organization URL: _____

E-Mail Address: _____ Preferred Contact: Telephone E-Mail

Date(s) Requested: _____ Start Time: _____ End Time: _____

Preferred Building: Community House Windswept Ballfield Other: _____

Number of Attendees: _____ Kitchen Use Needed (if applicable): Yes No

Description of Use: _____

This function is: Private Open to the public

If open to the public the village calendar will have the following information listed: "For more information contact: _____"

Is the organization insured? Yes No Insurance Carrier: _____

Insurance Policy Number: _____



BUILDING USE ACKNOWLEDGEMENT

All applicants are required to sign this **BUILDING USE ACKNOWLEDGEMENT**.

- I/We have read, understand and agree to the following:
- I/We recognize that Village organizations and activities have priority when reserving space and/or equipment.
- All rooms/ space must be cleaned. Unless otherwise agreed to in writing, I/We understand it is my/our responsibility to set-up and put away equipment, tables and chairs, empty trash and recycling cans to the appropriate outside dumpster, replace trash bags, and general house cleaning.
- Tables and chairs must be returned to their positions as arranged prior to the group's use. Kitchen (if applicable) must be cleaned and garbage removed. The room thermostat (if applicable) shall only be adjusted by Village personnel.
- All group meetings/events must be handicapped accessible. Keys for the rooms are available from the Village Clerk no earlier than 48 hours before the scheduled meeting between the hours of 9:00 a.m. and 3:00 p.m. The room(s) must be locked and keys returned at the end of the meeting/ event.
- No skateboards, roller skates, bicycles, sleds or other vehicles are permitted inside any Village buildings.
- All lights (meeting room, bathroom and upper level lights) must be turned off at the end of the meeting/event.
- The premises shall be used only for the purpose designated in the permit application.
- I/We will not use other rooms except the rooms/area reserved on the permit.
- **Children will not be left unattended in the building and will be directly supervised by an adult at all times.**
- Guests attending the subject meeting/ event shall not participate in any activity or behavior that is inappropriate.
- All decorations and signage used for the subject meeting/event must be approved by the Village at least one (1) week prior to the date of the subject meeting/event. **NONE** of the following materials will be used during the meeting/event: super glue, staples, nails, tacks, red liquid, glitter, bleach, or any chemical that could cause damage to the room. All decorations must be removed at the conclusion of the meeting/event.
- NO materials, furniture, or equipment shall be removed from the meeting room/building/field.

- This meeting/event shall be finished and cleaned up, and all persons associated with said meeting/event shall vacate the building no later than 11:00 pm.
- Instruments will not be used without specific approval by the Trustees.
- NO food/drinks/alcoholic beverages shall be served/sold/permitted on the premises without specific approval by the Trustees.
- Smoking in the building or within 50 feet of the exits is STRICTLY PROHIBITED; All Village buildings are smoke-free. Smoking is allowed outside, beyond 50 feet from the exits, assuming waste is not left outside.
- Organizations: I have provided a satisfactory insurance certificate, naming the Inc. Village of Ocean Beach as an additional insured, prior to any use of the facilities.
- In the event of damage, I agree to indemnify and/or reimburse the Village of Ocean Beach for the cost of repairs or replacement.
- I agree to indemnify and hold harmless the Inc. Village of Ocean Beach in the event of any injury, accident or harm to person(s) that could result from use of the facilities for the group's activities. I also agree that Inc. Village of Ocean Beach bears no responsibility for the loss or theft of any participant/guest's personal property while using the facilities.

Your signature below confirms that you understand, and agree to, the above guidelines set by Inc. Village of Ocean Beach for the use of its facilities.

Print Name

Signature

Date