

Village of Irvington Recreation and Parks Department
Facility Rental Application
Irvington Senior Citizen Center
29 Bridge St
Irvington, NY 10533

Resident fee \$350.00 up to 4 hours. \$50.00 for each additional hour
School District Fee is \$450 up to 4 hours. \$60.00 for each additional hour
Security deposit of \$350 is required when signing

Date Requested _____ Time: _____

Please note: Winter rentals are subject to cancellation as late as the morning of the event, depending on weather conditions. All efforts will be made to allow event to be held.

Person Requesting Facility _____

Home Address _____

Home Phone _____ Cell Phone _____

Email Address _____ Other _____

Number of participants _____ Number of those attending that are Adults _____

Nature of Event (Please Explain) _____

I, the undersigned, for myself, my executors, my guests, administrators, and assignees, do hereby release, indemnify and discharge the Village of Irvington, Irvington Recreation and Parks Department, and any and all of their employees, volunteers, sponsors, organizers, representatives and successors, from all claims of damages, demands, actions and causes of action whatsoever, in any manner arising or growing out of the event or my use of the premises. I attest that any participants and guests are physically qualified to participate in the event. I have read and fully understand the attached rental information and Rules for Facility Use and will abide by them. I understand I am responsible for any damages to the facility that occur in connection with the event or my use of the premises.

Date _____ Applicant Signature _____

Print name of person signing document _____

Office use Only:

Approved _____ Fee _____ Deposit Required _____

Superintendent signature _____ Date _____

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Rental Information

1. Only full time Village of Irvington and Irvington School District residents are eligible to request use of the facility.
 2. Rentals are only available on Saturdays and Sundays. Rental on other days requires the approval of the Village Recreation and Parks Advisory Committee.
 3. Applications must be submitted at least 30 days in advance of the date being requested.
 4. The person or group for which the reservation is made must use the reservation; no transfers are allowed. The person completing the application must be at least 21 years of age and **MUST** be present at event.
 5. The maximum number of those who may attend the event at any given time is 95.
 6. Any damage or destruction of property shall be paid for fully by the person, individuals or group renting the facility. A minimum security deposit of \$350.00 will be required for all approved applications. This amount can be higher based on the nature of the event. Deposits should be in the form of a Bank Check. Deposits will be issued within 3 business days if no action is required.
 7. The facility is available for rentals from 11am to 10pm.
 8. Rentals fees are:
 - Village Residents, \$350.00 up to 4 hours. \$50 each additional hour
 - School District Residents, \$450.00 up to 4 hours. \$60 each additional hour
 - **Please note that winter rentals are subject to cancellation as late as the morning of your event based on inclement weather. All efforts will be made to allow your event to happen.**
 9. Facility areas that may be used include-
 - Back hall on first floor
 - Back hallway
 - Kitchen- See next page for details
 - Dining room area
 - 2 downstairs bathrooms
 - Access to tables and chairs
- Please note:
- **The second floor is not available for rentals.**
 - **All other areas of the building are off limits to use.**
10. Unless approved by the Village Recreation and Parks Advisory Committee, renters may not sell any items or promote a specific product or business. No additional vendors are allowed to sell any items during events.
 11. A Certificate of Insurance is required naming the Village of Irvington as an Additional Insured. Alternately, proof of homeowners insurance may be required.
 12. A walk through of the facility with Recreation and Parks Department Staff on duty is required once the renter arrives at building and at the end of the scheduled event.

13. A staff person will be assigned by the Recreation and Parks Department and will remain in the building on duty throughout the entire time of the approved event. This staff person has full authority over any approved event.

Rules for Facility Use

General Rules

1. Adult supervision of children/minors is required at all times. Children should not be left unattended at any time including during set-up and clean up.
2. All renters must recycle.
3. All garbage must be bagged and placed in assigned area
4. Renter must provide heavy-duty garbage bags.
5. Bathrooms must be cleaned. Cleaning material will be provided.
6. No alcoholic beverages of any kind are allowed.
7. No smoking in facility.
8. No animals or pets of any kind are allowed.
9. No candles or open flame other than sternos are allowed.
10. No access to telephones is provided except in case of an emergency.
11. Renters are responsible for making sure all guests understand the rules of the facility.
12. All materials must be removed immediately at the conclusion of the event.
13. The Recreation and Parks Department shall not be responsible for any articles which may be stolen, mislaid or damaged.
14. No decorations, tape, pins, or staples, may be put on walls, ceilings or doors. Decorations are limited to tables. No confetti is allowed.
15. All floors must be cleaned before leaving.

Kitchen and Food Rules

1. Use of kitchen ovens, stovetops, dishwasher and microwave is allowed.
2. The kitchen should be used for the purpose of reheating prepared foods only.
3. No frying, baking of uncooked food or full meal preparation will be allowed.
4. All dishes, napkins, cups, cutlery or serving materials, sternos, trays and or any other serving materials must be supplied by the renter.
5. Coolers may be brought in to cool soda and water. Ice must be brought in. No ice is available on site.
6. A coffee pot will be provided for use but must be cleaned upon completion of the event. Renter must supply coffee and needed supplies.
7. No food may be left in the building. Renter must take or dispose of any food left from event. No donations of food to the Senior Center are allowed.